



IN-SERVICE HOURS REPORTING PROCEDURE
(CER-P003)
Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of reporting the completion of in-service hours and the consequences of failing to complete the required hours in-service.

The online version of this policy is official.
Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Professional Development Coordinator

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resources Director

4.0 DEFINITIONS:

- 4.1 None.

5.0 PROCEDURE:

- 5.1 Professional Development Department provides the principal or supervisor a mid-year status report of in-service completion for each faculty prior to the end of the calendar year.
- 5.2 Professional Development Department provides each teacher a detailed transcript of their in-service hours at the beginning of the second semester to verify accuracy.
 - 5.2.1 Teachers have the opportunity to review their transcript for accuracy, ask questions regarding any discrepancies and make any additions or corrections to the transcript prior to the publication of the end of year transcript.
 - 5.2.2 If a teacher has not completed in-service at this time, the transcript will also serve as a reminder to enroll and participate in additional activities.
- 5.3 Failure to participate in in-service training programs is considered insubordination as it constitutes failure to comply with the rules of the school district. Consequences for not completing in-service requirements are as follows:
 - 5.3.1 First Offense: Written reprimand, loss of pay based on number of delinquent hours.
 - 5.3.1.1 HR staff prepares letters of reprimand for Principal's signature.
 - 5.3.1.2 Principals counsel personnel concerned, obtain signature for HR's copy and provide employee a copy of the written reprimand.
 - 5.3.1.3 Principals forward signed copy of reprimand to HR.
 - 5.3.1.4 Human Resources places signed reprimand in employee's Personnel File.
 - 5.3.2 Second Offense: Suspension or dismissal.



IN-SERVICE HOURS REPORTING PROCEDURE
(CER-P003)
Clarksville-Montgomery County School System

5.3.3 Third Offense: Dismissal.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 In-Service Requirements and Completion Policy ([HUM-A050](#))
- 6.2 Memorandum of Agreement
- 6.3 In-service reports

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Report of In-service Hours	Teacher Center Files	Ten Years From Date of Hire or Recertification Date	Shred	Secured building, storage room, limited/controlled key access.
Letters of Reprimand	Employee Personnel Files	Indefinitely	Permanent	Secured building, HR file room, limited/controlled access.

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/08/06		Initial Release

9.0 FLOWCHART:

- 9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of Procedure *****

In-Service Hours Reporting Flowchart

