

# Fall Update

## Office Hours Clarification

Per Section H1 of the [VEA/VPS MOU](#), thank you for offering “weekly office hours...to check in with the parents/guardians of the students in [your] class/on [your] caseload.” Please keep in mind the following flexibility related to office hours:

→ there is **no minimum or maximum number of hours per week** to be available for this communication. Simply schedule your office hours in collaboration with admin (per the MOU), announce them to families via your Canvas Landing Page, and be available to communicate with them during that time.

→ you can respond to families via email or phone during office hours and/or you can pre-schedule Zoom or phone calls with families during your scheduled office hours. **You are not required to be live via Zoom for the duration of your office hours.**

→ on days or times labeled “Teachers are available to support student learning and parent communication” you may choose to schedule some of your office hours and/or **you may choose to collaborate with colleagues, grade and provide feedback on student work, plan for future lessons, pre-record direct instruction, etc. in support of student learning.**

Please work with your admin and building reps if this flexibility is not in place. If unresolved in collaboration with admin, have your building rep reach out to VEA for further support.

## NEA MB: Insurance Quote & Gift Card

The NEA Auto, Home & Renters Insurance Program by California Casualty saves members an average of \$423 a year! Each policy includes Educator-Specific Benefits, free ID Theft Protection, Pet Injury Coverage and Exclusive member-only rates.

For a limited time, they are offering a **\$25 gift card** for completing an auto quote by [clicking here](#) or visit [www.readyforquote.com/erica](http://www.readyforquote.com/erica)



## VPS PD Guidance

All VPS PD instructors received guidance around how to help ensure you as participants in online VPS PD receive credit for clock hours and supplemental pay (as applicable). Here it is for your reference as well!

### To ensure you receive clock hours, you as a participant must:

- register for the course on the VPS PD site
- attend/complete the course and
- submit an evaluation for the course using the clipboard icon under My Records of the VPS PD site within 30 days of course completion.

### Your instructor is responsible for:

- verifying you attended/completed the course
- returning a printed sign-in sheet reflecting participant attendance to the PD Office within 10 business days and
- confirming attendance/grading within the VPS PD site.

**If the course has supplemental pay associated with it (either district-funded or individual-PD-funds-funded), all supplemental contracts will now require original (blue is preferred) signatures.**

### To ensure you receive your supplemental pay, you as a participant must:

- apply for individual PD funds using the green dollar sign icon under My Records of the VPS PD site (only if the course is coded yellow)
- complete and sign (blue ink preferred) a [Supplemental Contract form](#) according to an example the instructor provides
- return\* the completed Supplemental Contract form (with original signature) to the instructor via US post, VPS inter-office mail, or in-person delivery ASAP.

**\*Please contact your instructor after returning your form to them to confirm they received it-help ensure you don't miss out on the pay you've earned!**

### From there, your instructor should\*:

- review your contract for accuracy
- add any applicable budget code (only if the course is coded blue) and
- return your form to Payroll (if the course is coded blue) or the PD office (if the course is coded yellow)

\*Some departments may pre-fill the contracts for each participant and mail them to you with a return envelope.

You can also contact your VPS PD instructor at any time with questions around this process!