

# PROCESS FOR EARNING AND USING INCENTIVE TIME/STIPEND FOR CURRICULUM WORK THROUGH ACC (Revised 4/17/2014)

During the School Year (Sept. – Apr.) Options:

- Sub
- Incentive time – used within 1 calendar year after ACC presentation (Exception: if Stage 3/year 1, sign-in and minutes must be submitted to Curriculum Office to utilize incentive time).

Summer Work Options (completed prior to school year – i.e. summer of 2014 work is associated with 2014-15 school year):

- Incentive time: used within 1 calendar year **after agenda and minutes are submitted to ACC in September following summer work.**
- Stipend: sign-in sheet **and minutes submitted to ACC in September following summer work for approval, then sent to payroll.**

\*\*\*\*When requesting incentive time, please indicate the curriculum study and dates worked on the request form!