

# 2020-2021 Title II, Part A Professional Learning Time Log

Name: \_\_\_\_\_  
Print First and Last name as appears in ESS

Personnel #: \_\_\_\_\_

Current Work Location/Department: \_\_\_\_\_  
Professional Learning/Activity Title: \_\_\_\_\_

First Time Delivery: Yes     No     Activity Start Date: \_\_\_\_\_     Activity End Date: \_\_\_\_\_

Date	Begin Time AM/PM	End Time Indicate AM/PM	Hours	Brief Description of Work Performed
<b>Total Hours</b>				

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature attests that hours submitted on this document accurately notes time worked and these hours do not coincide nor overlap*

Program Manager/Principal/Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title II, Part A Grant Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Fabian H. Cone, Director, Teacher Professional Learning and Growth

**Notes:**

√ All facilitator time logs must include the exact activity title, activity type # and start/end date associated with the work performed if applicable  
√ Time worked must not coincide nor overlap contract hours or any other services performed during same date/time  
√ Delivery and preparation times must be in accordance with Article 19 of BTU Collective Bargaining Agreement:  
*"Preparation time shall be provided at one-half the actual training time for employees providing a program for the first time and one-third of the program time for subsequent presentations of the same training program."*  
M.Torres V6.2 (06/2021)