

Clark County School District Preparation Period Buyout Protocol

Contractual Requirements

As outlined in Article 31 of the Negotiated Agreement between the Clark County School District and the Clark County Education Association, all classroom teachers must receive a minimum of two hundred and fifty (250) minutes preparation time per week per teacher, during the students' instructional day, in not less than 40-minute blocks on a daily basis.

- Nothing prevents a principal from scheduling more than 250 minutes preparation time per week or longer than 40-minute blocks on a daily basis, as the time frames provided above are minimums. For example, a principal may choose to schedule 84 minutes preparation time every day and this would not be in violation of the Negotiated Agreement between the Clark County School District and the Clark County Education Association.
- Elementary specialists including but not limited to, teacher librarian, art teacher, music teacher, and physical education teacher, who are assigned a roster of students and are included in the specials rotation are entitled to a daily preparation period and are eligible for a preparation period buyout.
- Licensed personnel who are not considered classroom teachers, including but not limited to, counselors, learning strategists, secondary teacher librarians, and special education instructional facilitators are not entitled as a matter of contract right to an established preparation period and are not required to be compensated for a preparation period buyout unless they are assigned to provide instruction to students. They may only receive one such buyout per day worked.
- Licensed personnel who are not considered classroom teachers may also be compensated for extra-duty teaching assignments through an extended day/early or late bird, such as supervising a credit-retrieval class after school, facilitating a social-emotional learning small group before school, monitoring students in the library before and after school. The appropriate Time Reporting Code (TRC) used in the HCM System is EXDAY-Extended Day at the contract hourly rate of pay.

Preparation Period Scenarios

1. Preparation Period Buyout to Support the School Master Schedule
Any classroom teacher who voluntarily agrees to sell their preparation period(s) to support the school master schedule will complete a [Preparation Period Buyout Agreement](#), which will be maintained at the school site.
 - a. The teacher who voluntarily agrees to sell their preparation period to support the school master schedule is compensated for the entire class period.
 - b. When a teacher is absent and agrees to sell their preparation period pursuant to a Preparation Period Buyout Agreement, the teacher will be compensated for the sold preparation period for up to five consecutive days after which they will not be compensated for the sold preparation period until the teacher returns from absence.
2. Preparation Periods Purchased on a Day-to-Day Basis
When individual preparation periods are purchased on a day-to-day basis (i.e., substitute teacher is not available, substitute teacher does not report to the work location, emergency situation), school personnel should use a documentation system to monitor and document individual preparation periods that are purchased. Schools may use the sample [Preparation Period Buyout Tracker](#).
 - a. The teacher who voluntarily agrees to sell their preparation period on a day-to-day basis (i.e., substitute teacher is not available, substitute teacher does not report to the work location, emergency situation) is compensated for the entire class period.
 - b. Teachers may voluntarily agree to sell all or a portion of their preparation period on a day-to-day basis to participate in organized Professional Learning Communities (PLCs) and other professional development activities in support of the master schedule. Teachers who sell their

preparation period in this manner are compensated for the entire period or for the portion of the preparation period sold per the chart on page 3 of this document.

3. Block Schedule Preparation Period with the Combination of Preparation Period and Work Designated by the Principal

In many instances, schools implementing a block schedule designate daily preparation periods that are longer than a 40-minute block and include more than the 250 minimum weekly minutes. Therefore, a principal can designate work tasks and functions during a portion of the time within the block schedule preparation period.

- a. For example, the block schedule preparation period is 84 minutes. The teacher’s preparation period is designated for the first 50 minutes of the block and the remaining 34 minutes is used to accomplish work tasks and functions, such as Professional Learning Communities (PLCs), Individualized Education Program meetings, professional learning, parent/guardian conferences.
- b. If a teacher voluntarily agrees to sell their preparation period on a day-to-day basis (i.e., substitute teacher is not available, substitute teacher does not report to the work location, emergency situation) within this scenario, the teacher is compensated for the entire class period.
- c. Schools implementing this scenario must clearly identify for each teacher the time/minutes for the preparation period and the time/minutes for the work tasks and functions.

Compensation for Preparation Period Buyouts and/or Day-to-Day Basis

In order to properly and consistently compensate teachers for preparation period buyouts and/or on a day-to-day basis, school personnel will use the chart provided below to determine the value entry in the Human Capital Management system (HCM). Teachers will receive the highest value in each range, even if the class period is less than the highest minutes indicated in that range. For example, a teacher’s preparation period is purchased to cover a 53-minute class period. The value entered into HCM is 0.92, which is equivalent to 54 minutes, the highest minute calculation in that range.

Minute Range of Class Period	Preparation Period Buyout Value Entry in HCM
40–44	0.75
45–49	0.83
50–54	0.92
55–59	1.00
60–64	1.08
65–69	1.17
70–74	1.25
75–79	1.32

Minute Range of Class Period	Preparation Period Buyout Value Entry in HCM
80–84	1.42
85–89	1.50
90–94	1.58
95–99	1.67
100–104	1.75
105–109	1.83
110–114	1.92
115–120	2.00

HCM Time Keeper Processes

In addition to utilizing the table above, timekeepers must follow the following procedures and [Timesheet Coding Guidance](#).

For all General Funded additional pay entries timekeepers are now required to enter:

- *Time Reporting Code (TRC)*
- *Work location code (4-digit code)*
- *Combination code*
 - Example: (TRC) **PREPB**, used to purchase a preparation period from a teacher for an entire year. Also is used when a circumstance requires the school to cover a classroom immediately due to emergency or unforeseen circumstances. Any administrator-directed preparation period buyout.

The following are exceptions that do not require a *combination code* to accompany the TRC and work location:

- (TRC) **PREPV**, preparation periods bought to cover a vacant position; does not require a *combination code*.
 - Effective July 1, 2025, a four- (4) digit vacant job code number is required and may be found by utilizing the magnifying glass on the timesheet.
- (TRC) **PREPA**, when a request to *SmartFind Express* results in no substitute teacher available or the substitute assigned does not show, use this TRC to purchase a preparation period from a teacher in order to cover. The cost of the preparation period buyout is paid by Substitute Services; does not require a *combination code*. The position number of the absent faculty is required.
- (TRC) **ADDON**, Add-On Day is for tracking purposes only. It does not pay without the proper forms submitted to Licensed Contracting Services; does not require a *combination code*.

For Special Education, Title I, and grant-funded additional pay information, please go to training.ccsd.net under HCM>>Resources>>Time and Absence: Employee Business Training.

Extra-Duty Pay for Split and Combined Classes

Schools may not compensate teachers for split or combined classes outside of the negotiated agreement or without a Memorandum of Agreement (MOA).