

**Intensive Duty Hours (IDH)
Pay Request**

After reviewing the Intensive Duty Hours Pay document, please describe the circumstances to be considered for IDH pay. Include specifics of student needs that should be considered.

Student Name : _____

Description of Student Needs:

Please provide the names of the paraprofessionals with the amount of time requested for IDH pay for each:

Teacher Signature

Date

Administrative Approval

Approved _____ Denied _____

Comments: _____

NEKESC Administrator Signature

Date

Intensive Duty Hours Pay

Paraprofessional assigned to work with students in certain circumstances may apply for IDH pay at a rate of up to an additional \$.75 an hour. In order to receive this pay, the supervising teacher must complete an Intensive Duty Hours (IDH) Pay Request form and receive prior approval.

Circumstances which may qualify for this pay include:

- Assignment to work with students requiring intensive assistance self-care at the middle or high school level
- Assignment in an alternative setting (such as a behavioral classroom)
- Assignment to work with a student with unique physical needs or behavioral needs in which physical danger is consistently present

Only those assignments with the most intense level of services will be approved. Typical assistance in the restroom (i.e. wiping or diapering) for elementary age students will **not** be approved. Likewise, paras working with students with behavioral concerns including verbal aggression and noncompliant behavior will **not** be approved. IDH pay for a para assigned to support a student with aggressive behaviors will only be approved when a consistent pattern of physical aggression directed at the para has been established. The approval process may require observation of student behaviors and/or additional documentation such as behavioral data sheets.

Each case will be individually considered for approval by the administrative team. The time allowed for the IDH pay should be directly tied to the need that qualifies for the IDH pay. For example, if intense physical assistance in the restroom were required for a student who otherwise functions with typical support for the day, the IDH pay would only be for the time spent performing restroom duties with the student. It should also be noted that changes to schedules or student needs may result in a change in the approval of IDH for any para who previously received such. IDH pay is contingent upon specific student assignments and scheduling; therefore, **IDH pay is NOT guaranteed for an entire school year or year to year**. It is the responsibility of the supervising teacher to inform administration of changes and monitor the IDH time reported on time cards.