

2021 Summer Work Process/Forms

1. The District Administrative Team strongly encourages proposals for 2021 summer work. The criteria are:
 - a. Work must be aligned to a school or district goal; and,
 - b. Work must be collaborative, involving at least two people.

Please note that priority will be given to projects designed to improve diversity, equity, and inclusion in the Cape Elizabeth schools and/or to promote student academic or social-emotional learning.

2. To apply for summer work funding, the project contact person must fill out the [2021 Summer Work Proposal Form](#) (one form per project) by **Friday, May 28**.
3. All proposals will be reviewed by the District Administrative Team and the project contact person notified by **Friday, June 11**, whether, and for how many hours, the proposal can be supported.
4. Summer work must take place between June 16 and August 25. Please note that any work completed prior to June 16 or after August 25 will NOT be reimbursed.
5. Educators will be paid \$36.48/hour, the rate specified in Article 6-4-1 of the CEEA Collective Bargaining Agreement.
6. To receive payment for summer work, the project contact person must do two things:
 - a. Fill out the [2021 Summer Work Completion Form](#) (one form per project) as soon as the project is finished or by **Friday, September 3, at the latest**;
 - b. Fill out a [2021 Summer Work Timesheet](#) with the names of participants and send it to the Director of Teaching and Learning. (Please note that this timesheet is a “view only” template, so you will need to make a copy—an option located under the File dropdown menu—and complete/submit the copy.)