
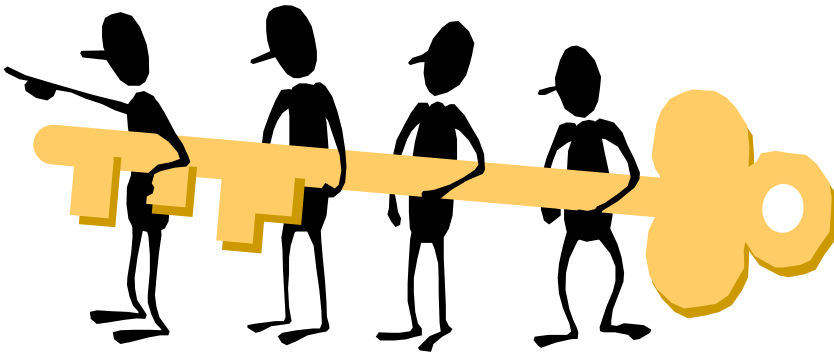


ANCHORAGE SCHOOL DISTRICT
PAYROLL SERVICES
742-4103

KEY POINTS
T 
REMEMBER



REVISED 7/31/09



DIRECTOR

Payroll liability account reconciliation
Tax reports/W2 reconciliation and processing
Contract reconciliation/Labor transfers
Dept. policies, procedures, personnel and workflow
IFAS system maintenance, enhancements, testing
Payroll Systems integrity, interfacing and reporting
Coordination and communication between Payroll and other depts.

MARY LOU BOUGHTON
4103

PAYROLL SPECIALIST

Payroll Taxes
Military Leave
Addendum/Special Activity fund verification
Monthly Supplemental Payrolls
Mileage Reimbursement and Cash Leave/Monthly
Training

RUSSELL JACKSON
4105

PAYROLL ASSISTANT

Receptionist
Salary & Employment Verifications
Archives/Document Scanning
Incoming Mail

DENISE HARDY
4103

PAYROLL SPECIALIST

Monthly Payroll Processing
Contracts/Salary Placements/Work Plans
Salary Adjustments
Monthly Wage Orders

LORI ROBISON
4104

PAYROLL TECHNICIAN A - K

Monthly Employee Set Up
Monthly Deduction/Contribution Set Up
Monthly Leave Tracking
Monthly Sick Leave Banks
Sick Leave Transfers

MARGE ARNOLD
4106

PAYROLL TECHNICIAN L - Z

Monthly Employee Set Up
Monthly Deduction/Contribution Set Up
Monthly Leave Tracking
Monthly Sick Leave Banks
Sick Leave Transfers

LINDA GERDES
4102

PAYROLL SPECIALIST

Bi-Weekly Payroll Processing
Timecards/Salary Adjustments
Health & Welfare
Addenda/Special Activity Agreements Bi-Weekly
Mileage Reimbursement and Cash Leave/Bi-Weekly
Bi-Weekly Wage Orders

KAREN HARBUCK
4107

PAYROLL TECHNICIAN A - Z

Bi-Weekly Employee Set Up
Bi-Weekly Deduction/Contribution Set Up
Bi-Weekly Leave Tracking/Jury Duty
Bi-Weekly Sick Leave Banks
Long Term Subs

TAMI STOUTENBURGH
4101

PAYROLL ASSISTANT

Substitute Employee Set Up
Document Scanning
Savings Bonds
Unemployment

PENNY LEACH
4245

PAYROLL HAS A WEB SITE:

www.asdk12.org/depts/payroll

ASDOnline
Anchorage School District

Site Index | Site Options | Contact Us

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Payroll

May news

School year winds down

The end of the school year is fast approaching so here are a few reminders to help you close out the school year:

- Please review all memos from payroll especially the [Leave Processing memo](#) from 5/1/09.
- May 15 is a Red Letter Payday. Join in the fun and wear red and black on this day when both biweekly and monthly employees get paid on the same day.
- The final delivery of payroll checks to the schools will be May 22. Checks for all retiring and terminating monthly paid employees working through the end of the school year will be sent to the units on the last day of school, May 22.
- Please remember to return any undistributed checks to payroll. **No checks should be locked up in the buildings over the summer.**
- The timecard deadline for the pay period May 11 through May 24 is noon on May 22. Payday for this period will be May 29. Paychecks for less-than-12-month units will be available for pick up in the Payroll Department. For more information please see the [Memorial Day memo](#).
- Teachers will automatically be issued an additional check for accrued personal leave in excess of five days no later than June 26.
- Addenda ending by May 22 that are submitted and approved by May 18 will be paid May 22.
- Checks for all retiring and terminating employees working through the end of the school year will be sent to the units on the last day of school, May 22.

If you have any questions or require additional assistance, please contact Payroll Services at 742-4103.

Answers to common questions

The [FAQ page](#) has answers to many common questions including:

Who can answer my question?

Members of Payroll Services handle specific topics such as sick leave, direct deposit and savings bonds. The

Forms

- [Paycheck distribution request](#) to change paycheck distribution location for temporary and substitute employees (PDF)
- [Direct deposit authorization](#) to request that funds be electronically deposited in your bank or credit union (PDF)
- [403\(b\) Salary Deferral form](#) to start, stop or change participation in the district's 403 (b) retirement plan.
- [Mileage reimbursement form](#) to request payment for mileage.
- [Leave cash-in form](#) is for employees who are eligible to cash in their personal or annual leave

CHECK DEDUCTIONS	Amount	Balance
CHECK DEDUCTIONS	50.00	992.00
FEDERAL INCOME	99.20	202.00
FICA	23.20	1,200.00
MEDICARE	18.00	1,660.00
PERS CONT 6%	20.00	2,500.00
DUES	25.00	2,500.00
GREAT WEST	.00	2,500.00
DEPENDENT LIFE	1,254.00	12,302.00
PFT		

How to read your pay statement

[See a graphic](#) that explains the various sections of your statement

Questions about leave?

[The Human Resources leave page](#) explains the different types of leave, how to request leave, forms for taking leave and more.

Local intranet 100%

PAYROLL SERVICES
Key Points to Remember



MONTHLY

LEAVE ACTIVITY REPORTS

Enter leave daily and approve weekly or after all adjustments are in.

Leave should be reported in whole (1.00) or half (.50) days.

Leave should not be charged on holidays.

School based employees should not be charged leave on vacation days.

Less than 100% FTE employees should be charged 1.00 when they are out.

(i.e. 50% employees should be charged 1.00 when they are out)

Flex schedules - Less than 100% *not working* 5 days a week

(Call Payroll @ 742-4103 for information on how to charge flex leave).

To correct leave marked as "history" an electronic memo should be done in the current week of the leave activity module.

***Workers' Compensation** should be reported along with leave category requested. (i.e. 520, if LWOP fax the option form to payroll)

FAMILY MEDICAL LEAVE REQUEST - FMLA

Employees out for more than 10 days of sick leave need to fill out FMLA forms.

In the employee's absence, supervisors should notify **Human Resources (Leave Specialist)** of leave status

FMLA forms should go to **Human Resources - Attn: Leave Specialist**

Employees should indicate on the form if applying to the sick and catastrophic leave banks

Units need to report leave out consistently until the employee returns from leave or until their name is no longer on the leave roster

Please call, send a short memo, or e-mail the Leave Specialist when an employee returns to work from extended leave or doesn't return when scheduled to return



SICK LEAVE BANK APPLICANTS

Employee and doctor must sign sick leave bank applications.

Beginning and ending dates are required to determine the number of days being requested from the bank.

FMLA form with the same beginning and ending dates should be attached and signed by supervisor.

ACE, Exempt and **APA** employees need to submit a current work calendar signed by their supervisor.

Members of **AEA** will need to submit a work calendar if they are on a flex schedule (less than 100% not working 5 days a week).

Units need to report leave out consistently until the employee returns from leave or until their name is no longer on the leave roster.

Please send a short memo to the **Leave Specialist** when an employee returns to work from extended leave or doesn't return when scheduled to return.

Anchorage School District Payroll Services Payroll Events for Monthly Leave Reporting

Monthly Paid Employees Only

<u>Event Name</u>	<u>IFAS Code</u>	<u>Description</u>
Non-Cashable Annual Leave	516	Non Cashable leave in days (For ACE/NON-REP employees only)
Annual Leave	506	Annual/Personal leave in days
Sick Leave	520	Sick leave in days*

Leave Without Pay **CAN NOT** be reported in the Leave Activity module. The leave code reported should reflect actual reason for absence regardless of balance. Adjustments will be made in Payroll after accruals and prorations, in accordance with contract language. If an employee has a leave balance they do not wish to use, please fax a signed Leave Without Pay request form # 101 to payroll at 742-4183.

**The following events are for TRACKING PURPOSES ONLY.
They will not generate pay.
These events must be reported on the leave activity.**

<u>Event Name</u>	<u>IFAS Code</u>	<u>Description</u>
Non-Work day	530	Non-Work Day used (For ACE/Exempt Only)
Student Activity	535	Student Activities (Intramurals, out of classroom with students)
Release Time	540	Release Time (out of classroom but working in another capacity within the district, i.e. Grant training, math in-service, SPED training or sub paid for by outside agency)
Civic Leave	560	Civic leave (by approval of Executive Director of Human Resources)
Legal Leave	570	Legal leave in days (i.e. Jury Duty, Subpoena)
Military Leave	580	Military leave
AEA Professional Leave	590	AEA Professional leave- Building Allocation-approval from TPD
Management Professional Leave	595	Professional leave for Management/Department (No Sub required i.e. ALASBO, BSNUG)
AEA Professional Leave	600	AEA Professional leave (District Leave Bank with prior approval from TPD)
Union Leave	610	Union/ Association leave days
Workers' Comp	620	*Workers' Compensation should be reported along with leave category requested. (i.e. 520, if LWOP fax the option form to payroll)

If you have any questions, please call Payroll Services at 742-4103

BIWEEKLY

VAX TIME CARDS



All units and departments should have a trained back-up person for all payroll functions. A sign in/out sheet should be used for subs/temps coming to work in your unit, to ensure accurate tracking for timecards. ***Do not depend on the roster.***

To reduce the calls to the unit, please delete the day off the time card if the substitute did not work.

Account code questions should be directed to the Budget Department.

Please remember to make sure all time cards are approved before the deadline.

For Sub Clerical staff the VAX automatically calculates for the 1-hour lunch, when the day is filled in by the system. ***When this happens the employee's hours are shorted and must be corrected in the hours worked column.***

TRACKING EVENTS

The following events are for **tracking purposes only**. These events will not generate pay; however, they should be accounted for on the time cards along with REGHR, UANNH, LWOPH, etc.

UCIVH	CIVIC LEAVE/HOURS
UUNIH	UNION/ ASSOCIATION LEAVE
ULEGH	LEGAL LEAVE (JURY DUTY; SUBPEONA)
UMILH	MILITARY LEAVE
UPROH	PROFESSIONAL LEAVE
UWCH	WORKERS' COMP

ADJUSTMENTS TO THE PAYROLL

Please notify Payroll **before** you fax anything to us.

All adjustments must have the employee and the supervisor's signature. (FLSA)

When sending a printed copy of a timecard, please use the Grouse/Time-Leave method of printing of the timecard. **(PF1; then selection P. use your attached printer name: xxxxx\$laser then PF3 to send to the printer)**

Please call Karen Harbuck @ 742-4107, if you have questions regarding the Bi-Weekly payroll.

TIMECARD PROCESSING

Timecard Update Screen
TIMECARD

MODIFY

07/26/07

P,,NOT APPROVED,,,,,7,07/23/07 thru 08/05/07,,due 08/06/07,T

Name: JONES, MAJOR T	Event	Event Time	Time	Hours
SSN: 123-45-6789 Pos:	<u>Date</u>	<u>Name</u>	<u>In</u>	<u>Out</u>
Position: PAYROLL ASSISTANT	Date	Name	In	Out
	07/23/07	REGHR		08:00
Doc Id:	07/24/07	UANNH		08:00
	07/25/07	REGHR		08:00
GL Key-Obj: 100000-0430	07/26/07	REGHR		08:00
	07/27/07	REGHR		08:00
JL Key-Obj:	07/30/07	REGHR		08:00
	07/31/07	REGHR		08:00
Rate: 10.0000	08/01/07	REGHR		08:00
Months Worked: 12	08/02/07	REGHR		08:00
Weekly Hours: 40:00	08/03/07	OTIME		04:00
	08/03/07	REGHR		08:00
Sick Lv: 00:01	08/03/07	ULEGH		08:00
Annual Lv: 50:00				
Home Org: 997 PAYROLL				
Wrk Loc: 942 BONIFACE BLDG				
Pay Loc: 997 PAYROLL				
Card Loc: 997 PAYROLL				

Φ,,,,,8,,,,,Γ
 PF1-Options Menu PF2-Day Screen Left Arrow-Comment Screen PF4-Abort

Timecard Update Screen
TIMECARD

MODIFY

07/26/07

P,,P,,,,,T,07/23/07 thru 08/05/07,due 08/06/07,T

N.GL	JL	Rate	Event	Event Time	Time	Hours
<u>Key/Obj</u>	<u>Key/Obj</u>	<u>Change</u>	<u>Date</u>	<u>Name</u>	<u>In</u>	<u>Out</u>
P. 101101-1201		12.0000	07/23/07	REGHR		08:00
			07/24/07	UANNH		08:00
			07/25/07	REGHR		08:00
			07/26/07	REGHR		08:00
			07/27/07	REGHR		08:00
			07/30/07	REGHR		08:00
			07/31/07	REGHR		08:00
			08/01/07	REGHR		08:00
			08/02/07	REGHR		08:00
			08/02/07	OTIME		04:00
			08/03/07	REGHR		08:00
			08/03/07	ULEGH		08:00

Φ,,,,,Γ,,,,,6
 Card Loc: 997 PAYROLL .REG 80:00 LV 00:00 OT 00:00 TL 80:00.
 Φ,,,,,8,,,,,Γ
 PF1 - Accept Edits PF2 - Help PF4 - Abort Edits



Common Timecard Concerns:

- 1) Timecard Deadlines
 - a. Timecard Deadlines are required to ensure that the payroll is processed on time for pay day.
 - b. Timecards that miss the deadline will be processed on the next available supplemental payroll.
 - c. Holidays occasionally cause early timecard deadlines; please refer to the current schedule.

- 2) Errors on Timecards
 - a. Faxing timecards to Payroll at 742-4183 (please call to inform us they are coming first.)
 - b. Print timecards to fax to Payroll use the PF1 Menu option, and then select "P" for print. Then select printer name ("name of printer"\$laser)
PRINT TIMECARD
Number of Copies: 1
Detail/Summary: D
Name of Printer: "printer name"\$laser

PF3 to launch the print.

- 3) Holiday pay
 - a. Employees must be in paid status the full scheduled workday hours before and after to receive pay for the holiday.
 - b. Paid status means REGHR or UANNH for a full schedule work day hours.

- 4) Long Term Subs
 - a. Please make sure you have filed all the necessary documentation with Sub Dispatch.
 - b. When the long-term assignment has finished, please notify Payroll and Sub Dispatch. Especially when that assignment has ended early.

- 5) Leave Without Pay
 - a. Staff may use LWOPH only if they have run out of leave or during district vacation periods.

- 6) Wellness Day
 - a. Wellness day can be used once per school year.
 - b. Wellness day ***can not*** be used in conjunction with a holiday.
 - c. Wellness day can not be carried over to the next year.

DO NOT SEND PAYROLL CHECKS THROUGH IN-DISTRICT MAIL

DO NOT HOLD UNDISTRIBUTED PAYCHECKS

If you receive a check of an employee that is no longer or not in your building, please contact payroll immediately for further instructions. If an employee has not picked up his/her paycheck within one week, please bring it to the payroll office.



TERMINATIONS

Payroll should be given a call when employees are terminating to ensure proper and timely payoff. Termination forms need to be filled out and sent to Human Resources. (Work Calendars are required for ACE, APA, Exempt, and Non-Rep employees not finishing the school year).

ADDRESS CHANGES

Changes to employee addresses and phone numbers should be sent in as soon as possible to Human Resources to ensure accurate employee records for all district correspondence including paycheck and W-2 mailing.

ADDENDUMS

The District has implemented Addenda On-line and is no longer accepting paper forms. Information Technology is doing training for the Addenda On-line program. Contact Kathleen @ 742-4605

Addenda can no longer be set up for "Hourly Based" employees. Extra work must be put on a Timecard on the appropriate day with hours work. If overtime results please refer to negotiated contract language for the employee or contact Labor Relations.

*Exception would be for Coaching addenda only. To be processed normally.

MILEAGE

Mileage should be submitted monthly.

Mileage for the last quarter of the fiscal year is due no later than June 30th.

Principals have an additional form they need to fill out if the travel from home to their home school for special events.

MEMOS

Payroll sends memos to the unit regarding future time sensitive Payroll issues. These memos will come in assorted bright colors and will need to be posted for staff to read. Most of the memos will come out prior to school closures and pay days near holidays. Please also check our website for the most current information. www.asdk12.org/depts/payroll

FORMS

All pay documents and memos require the employee's name, and at least the last 4 digits of the employee's social security number, complete dates (with the year), and supervisor's signature.

IF YOU NEED CLARIFICATION OR HAVE QUESTIONS REGARDING THIS INFORMATION, PLEASE CALL PAYROLL AT 742-4103.

 **SPECIAL ACTIVITY AGREEMENTS**

Special Activity Agreements are for temporary employees, substitutes, employees that are on leave without pay, and non-district employees.

Special Activity Agreement:

- Special Activity Agreements are used for individuals currently employed in temporary or substitute (noon duty attendants, sub teachers, sub clerical/teacher assistant, etc) positions and individuals those not employed with the District in any other capacity.
- You are eligible to begin working as soon as you have completed the forms/requirements listed below.
- ❖ Completed special activity agreement (form #529)
- ❖ Completed application for classified position (form #1300)
- ❖ Verification of current negative tuberculosis screening
- ❖ Completed federal withholding tax (form W4) form must be complete with no noted corrections crossed out and re-written
- ❖ Completed employment eligibility verification (form I9)
- ❖ Interested Person Report from State of Alaska Dept of Public Safety

Anchorage School District Please Print or Type **SPECIAL ACTIVITY AGREEMENT**

Special Activity Agreements are used for individuals currently employed in temporary or substitute (noon duty attendants, sub teachers, sub clerical, sub teacher assistant, etc.) positions and individuals not employed with the District in any other capacity. You are eligible to begin working as soon as you have completed the forms/requirements listed below.

*completed special activity agreement (form #529)
 *completed application for classified position (form #1300)
 *verification of current negative tuberculosis screening
 *completed federal withholding tax (form W4)
 (form must be complete with no noted corrections (information crossed out and re-written)
 *completed employment eligibility verification (form I-9)
 *Interested Person Report from the State of Alaska Department of Public Safety, 5700 East Tudor Road. Report may be obtained between the hours of 8:30 am and 4:00 pm.

This form is effective for one payment only. If multiple payments are required, multiple special activity agreements must be submitted. Paperwork must be received by the 10th of the month in Payroll if payment is expected by the end of the month. It is the supervisor's responsibility to notify Payroll of any changes to this agreement. The undersigned acknowledges, understands and agree that the person is only contracted with the District and this agreement may be terminated by either party at any time upon written notice to the other party. This agreement is without any other rights, duties, or obligations on behalf of the District.

EMP MSTR		Social Security #		EID		Last Name		First Name		MI	
SS#		Emp#		Last Name		First Name		MI			
Mailing Address				City				State		Zip	
Mailing Address				City				State		Zip	
Home Phone		Date of Birth		EMP MSTR 2		Dist Code (Pay Location)		Work Location			
Home Phone		DOB		Pay Location		Work Location					
Type/ Barg Status Unit	EMPPAY	Budget Yr	Beginning Date(mm/dd/yy)		Ending Date(mm/dd/yy)		Total Salary				
Type/Bargai	School										
PAYDIST		GL KEY	GL OBJ								
Services to be Performed/Description of Duties											
New Hire/Temp/Sub Signature										Date	
Principal/Supervisor										Date	
FOR DISTRICT USE ONLY											
Records Search Date			Tuberculin Sk in Test Date			Employment Eligibility I-9 Date			W4 Date		
PCN			Pay Class			Index Salary			Calendar		
PCN 2			Pay Class			Index Salary			Calendar		
CDH Code		GLKEY		GLOBJ		JLKEY		JLOBJ			
3 1 3 0											
Event Date				Payment Amount							
Accounting Services Signature/Date				Human Resources Signature/Date				Payroll Service Signature/Date			

RETURN THIS FORM TO HUMAN RESOURCES Distribution: White, Yellow, Green, Pink - Human Resources
 Human Resources #529 (9/99) Goldenrod - Unit

Help to avoid Payment Delays:

- Delays occur for a variety of reasons, the most common being incomplete paperwork. Please make sure that all areas are complete and accurate.
- Ensure paperwork is turned in by the deadline.
- Photocopies are not acceptable. If you need more forms please contact Human Resources.
- Write legibly – **no "\$" signs in salary area.**
- Split account codes require separate forms.

"Exceptions to the Rule"

- When a Certificated employee does contract work while on leave without pay, then form #529 Special Activity Agreement will need to be submitted, along with the required form W4.



ADDENDUM PROCESSING

-- PRODUCTION DATABASE
 AP Accounts Payable
 AR Accounts Receivable
 CK Check Management
 EN Encumbrances
 GL General Ledger
 PE Person/Entity Data Base
 use addenda

P0 Purchasing
 PY Payroll System
 RX Ad Hoc Report Writer
 SI Stores Inventory
 SY System Level Software
 TD TRIAD Modules

Addendum Information

ADDENDUM

RUSSELL JACKSON

```

*****
Addm No. : 4A12345 Type:
ID: 123456789 Sec Code: Status: RV: NT: Budget TX Ref:
Last Nm: SMITH First Nm: JOHN M: A Barg: AEA
Begin: 07/01/2007 End: 07/13/2007 Work Type: CR CERTIFICATE Category ADDY/ADDU
GL Key: 100000 GL Obj: 0430 JL Key: JL Obj:
Total Payment: 1000.00 Dup OK: Created By: RJACKSON
-Code ,, Work Performed ,, Location of Work ,,
ADDY SUMMER SCHOOL COVERAGE 315 OCEAN VIEW
  
```

```

*****
Help Options SELECT Exit
  
```

Key Points about Addenda:

- 1) Payment of an addendum is based on several different factors.
 - a. When the addendum is created in the system.
 - b. Where the addendum is in its approval process.
 - c. When is the ending date of the addendum?
 - d. When the payroll actually runs.
 - e. Addenda are paid in conjunction with the Monthly pay schedule.
- 2) Who can receive an Addendum?
 - a. Monthly paid staff only (AEA, APA, ACE, EXEMPT, ROTC)
 - b. Bi-Weekly can receive an addendum for coaching activities only.
- 3) Common errors:
 - a. Approving an addendum too soon
 - b. Invalid dates
 - c. Incorrect amounts
 - d. Incorrect object codes
 - e. Wrong fiscal year
- 4) Descriptions
 - a. Descriptions should clear and complete
 - b. If using a per diem to pay an addendum, the description should include per diem amount and number of days that are to be paid.

TO: Elementary Principals, Assistant Principals and Supervisors,
 FROM: Todd Hess
 Director, Contract Administration
 DATE: September 24, 2007
 SUBJECT: Elementary Schools
 -Emergency Coverage payment to AEA members
 -Missed planning time
 - Additional tasks/circumstances requiring teacher payment

The 2007-2010 Agreement between AEA and the District became effective on July 1, 2007. The following information is being provided to address issues specific to elementary schools: the administration of Section 470 Emergency Coverage, missed elementary planning time and additional tasks requiring teacher payment.

Emergency Coverage-Elementary

The compensation rate for the term of the 2007-2010 agreement is \$30.00/hour.
 Section 470 (B.) states:

“When an elementary member covers for a teacher-in-charge more than once per year, the member shall be paid \$30 when the member has worked a total of 45 minutes. When substitute teachers are unavailable in an elementary school and the principal must assign coverage responsibility, the rate of compensation for the affected member or members shall be as follows: one member, full class, \$30 per hour of coverage; two members split class, \$20 per hour of coverage for each member; three members split class, \$15 per hour of coverage for each member; four members split class, \$10 per hour of coverage for each member; more than four members split class, no additional compensation.”

At the elementary level, when a teacher is assigned coverage responsibility, that teacher is entitled to compensation on an hourly basis according to the above formula. If coverage is less than one hour it will be on a prorated basis to the nearest quarter-hour. Teachers are to be compensated for only the time they are directly supervising the students.

Example 1

Classes start at 9 AM. The teacher is one of five assigned to supervise students. No compensation is due.

Example 2

Classes start at 9 AM. The teacher is one of four assigned to supervise students. The compensation rate is \$10.00/hour. There is a specialist class for 60 minutes and coverage ends at 11:45 AM. The classroom teacher covered students for 1 hour 45 minutes and is owed \$17.50. The specialist compensation is \$10.00.

Example 3

Classes start at 9 AM. The teacher is one of two assigned coverage. The compensation rate is \$20.00/hour. There are two specialist classes that day, one for 45 minutes and one for 30 minutes. Students are at lunch/recess for 50 minutes. Students are dismissed at 3:30 PM.

Classroom teacher #1	4hr 25min	compensation	\$90.00
Classroom teacher #2	4hr 25min	compensation	\$90.00
Specialist Teacher #1	45 min.	compensation	\$15.00
Specialist Teacher #2	30min.	compensation	\$10.00

Submitting Payment Request – Emergency Coverage

Use Payroll Form #137 *Conference Period/Emergency Coverage Substitute Pay* to track and submit requests for payment for emergency coverage. Completed forms for each eligible teacher should be submitted to Payroll on a quarterly basis. Use **IFAS Object code 1370** for emergency coverage.

Missed Planning Time - Elementary

Section 452 (C.) states:

“The District shall provide elementary teachers with three and one-half (3.5) hours of planning time per week in 2007-2008 and four (4) hours of planning time per week beginning in 2008-2009 excluding the first student day of the year.”

Currently planning time is provided through our specialist teacher delivery model. In the event that a teacher misses their planning time and requests that it is made up, principals have several options.

First, contractually the District is not obligated to make up planning time in excess of 3.5 hours. In some instances, teacher’s schedules provide more than 3.5 hours of planning time. You should address this issue within the standard two-week window.

Second, provide make-up time to reach the 3.5 hour requirement.

- extra class slots in specialist schedules
- extra time with a roving sub
- group activities under supervision of another person (i.e. recess, crafts)

Third, provide compensation in accordance with Section 470 Emergency Coverage. This should be the last alternative.

Submitting Payment Request – Missed Planning Time

Payment requests for missed planning time should be submitted by *addenda*. Please track compensation amounts for eligible teachers and complete addenda in the electronic system on a monthly basis. Use **IFAS Object code 1330** for missed planning time.

Additional tasks/circumstances requiring teacher payment

There are a number of circumstances that may arise during the course of the school year that require additional compensation for teachers.

Extra Days-

Article 135 Contract extension states that a mandatory additional work day for teachers is to be compensated at the teacher’s per diem rate.

Special Projects-

Article 135 Contract extension states special projects are to be paid at a prorated range one addenda. Article 150 defines range one addenda as 40 hours paid at \$800. This translates into \$20.00 per hour for special projects. Principals should estimate the length of time for the special project and a lump sum should be identified. Acceptance of a special project by a teacher is voluntary and requirements for the project should be identified prior to the commencement of the special project.

