



Teresa Scott

EXECUTIVE DIRECTOR OF BUDGET AND STRATEGIC PLANNING

October 8, 2019

To: Principals, Assistant Principals and Department Heads

Fr: Teresa Scott, Executive Director-Budget & Strategic Planning

Re: ATF Negotiated Agreement for Compensation for Teachers who have occasional loss of lunch/prep or after school duty time.

Cc: APSPA, Tami Coleman-Chief Financial Officer, Todd Torgerson-Chief of Human Resources, Debbie Dunahoo-Payroll Manager, Budget Analysts

Dear Principals/Assistant Principals:

Pursuant to the ATF Negotiated Agreement concerning teachers who may be asked or required to occasionally work during their lunch/prep or after school. These situations would be infrequent in nature and not covered by an extended contract. The intent is to ensure timely payment to employees for services rendered. The language reads as follows:

Paying teachers on time sheets for lost lunch/prep or after school duties:

c. A teacher, who on an occasional basis, teaches during the negotiated preparation period or whose teaching duties otherwise result in an extension of the duty day as established in the Agreement shall be paid for the additional time at the rate of the individual teacher's hourly rate of pay. Teachers shall receive one hour of pay for the first class taught beyond the duty day resulting in at least forty (40) minutes in duration. Thereafter, the hourly rate will be based on the actual minutes taught beyond the first hour.

1.) An elementary teacher, who on an occasional basis, teaches during the absence of scheduled physical education instruction, shall receive payment based on 15 minute increments at the teacher's hourly rate.

2.) Compensated at the employee's hourly rate for lost preparation time and/or the loss of employee's 30-minute duty free lunch can be obtained from the APS Payroll department.

3.) All completed time sheets must be signed by the principal and the principal's supervisor and shall be submitted to the APS Payroll department.

d. A teacher performing duties which result in an extension of the duty day with students, or working in a school-sanctioned before or after school program, shall be paid \$22.00 per hour.

There is not a separate account for these types of additional pay. Current staffing costs are estimated on a district average. The overall cost for this type of sporadic work is minimal and should not negatively impact any site's overall budget. These costs however, do need to be tracked at your sites. When asking your staff to perform these tasks, this compensation is to be provided through timesheets charged to the school stipend account and sent to payroll for processing. This includes all Teachers (Regular, Special Education, Bilingual etc.).

Thank you for your support for APS Students.