



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Extra Duty Pay Procedures for 2015-2016 School Year

Version 1.0

Overview

The following pages outline DC Public Schools' approved Extra Duty Pay activities, compensation amounts for Extra Duty Pay activities, and the procedures for submitting Extra Duty payment requests for your coaching staff and non-athletic sponsors. Please note the following general guidelines:

- Extra Duty Pay is limited exclusively to activities listed in the Extra Duty Pay formula. No other activities will be compensated.
- All Extra Duty activities must be authorized directly by the school principal or program manager, whichever is applicable.
- All personnel (DCPS and/or non-DCPS) performing Extra Duty must be authorized by the school principal or program manager, whichever is applicable.
- All Extra Duty Pay activities must be paid within the fiscal year in which the activities are performed.
- **New this year!** If you're a Central Office program manager of a non-athletic activity, you now can manage Extra Duty payments to your program participants through the Extra Duty Pay application in Quickbase! Simply enter a few program details into the database, and the Compensation team in the Office of Talent and Culture will liaise with the Office of the Chief Financial Officer-Payroll to ensure that your staff is paid on time!
- **Also new this year!** Most senior high school and middle school Athletic Coaches/Workers will receive an Extra Duty Pay increase this year! See the Senior High School and Middle School pay charts for more information.
- All Athletic Coaches/Workers and Non-Athletic Sponsors (both DCPS employees and non-DCPS employees) must pass a security clearance through the DCPS Fingerprinting Office. The security check must be completed prior to the commencement of the activity. Athletic Coaches/Workers and Non-Athletic Sponsors who perform Extra Duty without a current security clearance on record with the DCPS Fingerprinting Office may not receive payment. If an Athletic Coach/Worker or Non-Athletic Sponsor is unclear about whether his/her clearance is current, s/he should contact HR Answers at (202) 442-4090.
- Athletic Coaches/Workers and Non-Athletic Sponsors may be authorized to sponsor more than one activity during the school year provided that the principal certifies that no other Athletic Coach/Worker or Non-Athletic Sponsor is available. Only after all efforts have been exhausted to engage an interested person in or outside of DCPS should an individual be authorized to sponsor two activities (two non-athletic, or one athletic and one non-athletic, or two athletic per season) during the same school year. Athletic Coaches/Workers and Non-Athletic Sponsors may be paid for more than one athletic/non-athletic activity during the school year provided that such activities are not performed during the same period of the day.
- All requested documentation must be submitted in full. Failure to submit the required documents will result in nonpayment of services.
- In general, documentation for Athletic Coaches/Workers should be submitted to Reginald Ballard in the Athletics Office, and documentation for Non-Athletic Sponsors should be submitted to Claudia Nichols in the Office of the Chief of Schools, Academic Planning and Support. There are two **exceptions** to this guideline:

- Athletic Coaches/Workers and Non-Athletic Sponsors who are not DCPS employees must complete a W-9 tax form and submit it directly to OCFO-Payroll. Payment cannot be disbursed to non-DCPS employees without a W-9 form on file.
- In general, positions in the Special Category Pay Table are paid through special arrangements, and the forms included herein are not required. Feel free to utilize the new Extra Duty Pay application in Quickbase to manage these payments. Contact the sponsoring program office or the Compensation team in the Office of Talent and Culture for details.
- Completed fall semester forms are due by December 18, 2015. Completed spring semester forms are due by June 16, 2016.
- The average time before Extra Duty payment will be disbursed by the Office of Pay and Retirement Services is three to four months from submission of completed forms.
- Copies of all submitted documents also should be kept on file at the school for audit purposes.
- Extra Duty payment is guided by Article 27 of the Collective Bargaining Agreement (CBA) between the Washington Teachers' Union (WTU) and DCPS. Please review the CBA or WTU website (www.wtulocal6.org) for additional information.

Selection

The selection for the position shall be made only from qualified applicants, regardless of their area of certification. If, in any school year, in a particular school there is no qualified teacher available to conduct a specific needed Extra Duty Pay activity, the services of a teacher from another school may be utilized after agreement between concerned supervisors and the concerned teacher.

If, in any school year, there is no qualified teacher in the system available to conduct a specific needed Extra Duty Pay activity, the principal may appoint a qualified applicant from within or outside the school system.

For additional information about eligibility, please contact the Washington Teachers' Union at www.wtulocal6.org.

Certification

All Athletic Coaches/Workers are required to sign a Coach Agreement. By signing the Coach Agreement, it is understood that all Athletic Coaches/Workers (both DCPS employees and non-DCPS employees) must attend all mandatory meetings and complete Concussion and Heat Acclimatization Trainings. Athletic Coaches/Workers who perform duties without completing the trainings or attending mandatory meetings will not receive payment. If an Athletic Coach/Worker does not appear on the Approved Coach List and is unclear about their completion of the trainings, s/he should contact the Athletic Office at (202) 729-3288.

Thank you for your cooperation and assistance. Questions and concerns may be directed to Reginald Ballard, Interim Director of Athletics, Athletics Office, at (202) 729-3288 or to Claudia P. Nichols, Office of the Chief of Schools, Academic Planning and Support, at (202) 671-6410.

School Year 2015-2016 Extra Duty Activities List

Extra Duty Pay Distribution Formula

Extra Duty Pay funds for school year 2015-2016 will be distributed equitably per school based upon budgetary restrictions, compliance with EEO regulations, and parity for female and male Athletic Coaches/Workers and Non-Athletic Sponsors.

Please consult Tables 1 through 13 below to determine pay for your Athletic Coaches/Workers and Non-Athletic Sponsors.

Senior High School Pay Chart for Boys, Girls, and Co-ed Athletic and Non-Athletic Activities

TABLE 1: SHS BOYS ATHLETIC ACTIVITIES

POSITION	EXTRA DUTY PAYMENT
Athletic Director **	\$5500.00
Boys Football Coaching Staff: <ul style="list-style-type: none"> ▪ One (1) Head Coach ▪ Two (2) Assistant Coaches ▪ One (1) Junior Varsity Coach 	\$5000.00 \$2500.00 \$2000.00
Boys Soccer Coaching Staff: <ul style="list-style-type: none"> ▪ One (1) Head Coach 	\$3000.00
Boys Basketball Coaching Staff: <ul style="list-style-type: none"> ▪ One (1) Head Coach ▪ One (1) Assistant Coach 	\$4500.00 \$2000.00
Boys Outdoor Track Coaching Staff: <ul style="list-style-type: none"> ▪ One (1) Head Coach ▪ One (1) Assistant Coach 	\$3000.00 \$2000.00
Boys Baseball Coaching Staff: <ul style="list-style-type: none"> ▪ One (1) Head Coach ▪ One (1) Assistant Coach 	\$3000.00 \$2000.00
*Optional Athletics Activities Staff:	Funds Available: \$3646.00 Ceiling: \$1357.00

** Stipend to be paid to Athletic Directors at the following senior high schools only:

- Dunbar High School
- Eastern High School
- Roosevelt High School
- School Without Walls
- H.D. Woodson High School

TABLE 2: SHS GIRLS ATHLETIC ACTIVITIES

POSITION	EXTRA DUTY PAYMENT
Girls Volleyball Coaching Staff: <ul style="list-style-type: none"> ▪ One (1) Head Coach ▪ One (1) Assistant Coach 	\$3000.00 \$2000.00
Girls Soccer Coaching Staff: <ul style="list-style-type: none"> ▪ One (1) Head Coach 	\$3000.00
Girls Bowling Coaching Staff: <ul style="list-style-type: none"> ▪ One (1) Head Coach 	\$2500.00
Girls Flag Football Coaching Staff <ul style="list-style-type: none"> ▪ One (1) Head Coach 	\$2500.00
Girls Basketball Coaching Staff: <ul style="list-style-type: none"> ▪ One (1) Head Coach ▪ One (1) Assistant Coach 	\$4500.00 \$2000.00
Girls Outdoor Track: <ul style="list-style-type: none"> ▪ One (1) Head Coach ▪ One (1) Assistant Coach 	\$3000.00 \$2000.00
Girls Softball Coaching Staff: <ul style="list-style-type: none"> ▪ One (1) Head Coach ▪ One (1) Assistant Coach 	\$3000.00 \$2000.00
*Optional Athletics Activities Staff	Funds Available: \$3636.00 Ceiling: \$1357.00

***LIST OF OPTIONAL ATHLETIC ACTIVITIES (SHS):**

- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ Crew ▪ Skiing ▪ Cross Country ▪ JV Basketball ▪ Indoor Track | <ul style="list-style-type: none"> ▪ Golf ▪ Wrestling ▪ Team Tennis ▪ Lacrosse ▪ Strengthening & Conditioning |
|--|--|

TABLE 3: SHS CO-ED ATHLETIC ACTIVITIES

POSITION	EXTRA DUTY PAYMENT
Co-ed Tennis Staff: <ul style="list-style-type: none"> ▪ One (1) Coach 	\$2500.00
Co-ed Swimming Staff: <ul style="list-style-type: none"> ▪ One (1) Coach 	\$2500.00
Co-ed Cheerleading Staff: <ul style="list-style-type: none"> ▪ One (1) Coach 	\$1500.00 (Per Season; Fall/Winter)

TABLE 4: SHS NON-ATHLETIC ACTIVITIES

POSITION	EXTRA DUTY PAYMENT
Substance Abuse Prevention/Peer Mediation Advisor	\$798.00
Student Government Advisor	\$798.00
Yearbook Advisor	\$798.00
"It's Academic" Advisor	\$798.00
Band Advisor (Marching, Stage/Orchestra, Concert)	\$1590.00
*Optional Non-Athletics Activities Staff	Funds Available: \$6498.00 Ceiling: \$798.00

***LIST OF OPTIONAL NON-ATHLETIC ACTIVITIES (SHS):**

- Chorus/Choir
- Senior Class Sponsor Dance
- Drama
- Service Clubs (Red Cross, Key Club)
- Career-Oriented Clubs (FBLA, DECA, FFA, VICA, HOSA, FHA-HERO, FNA, FTA)
- Young Astronauts
- Creative Writing Club
- Computer Club
- Values/Self-Esteem Club
- Gifted & Talented
- Debating
- Pom-Pom
- Gay and Lesbian Alliance
- Pep Club
- National Honor Society
- Chess Club
- Math Club
- Science Club
- Foreign Language Club
- Majorettes/Flag Twirlers
- International Exchange Club
- Future Teachers of America
- PSAT/SAT/ACT Prep Club
- Contest Coordinator
- Scholarship Coordinator
- Robotics
- Green Team
- Drill Team
- Marksmanship Team
- Raider Team
- Color Guard
- JROTC Leadership and Academic Bowl Team (JLAB)
- LGBTQ Liaison
- Wrap MC
- JROTC Cadet Leadership Challenge – Summer Camp
- Special Project (1)
- Grant Point of Contact

Middle Schools/Middle Schools within Educational Campuses Pay Chart for Boys, Girls, and Co-ed Athletic and Non-Athletic Activities

TABLE 5: MS BOYS ATHLETIC ACTIVITIES

POSITION	EXTRA DUTY PAYMENT
Athletic Director	\$2000.00
Boys Football Staff: <ul style="list-style-type: none"> ▪ One (1) Head Coach ▪ One (1) Assistant Coach 	\$2000.00 \$1000.00
Boys Basketball Staff: <ul style="list-style-type: none"> ▪ One (1) Head Coach ▪ One (1) Assistant Coach 	\$2000.00 \$1000.00
Boys Outdoor Track Staff: <ul style="list-style-type: none"> ▪ One (1) Head Coach ▪ One (1) Assistant Coach 	\$2000.00 \$1000.00
Boys Baseball Staff: <ul style="list-style-type: none"> ▪ One (1) Head Coach 	\$2000.00
Boys Soccer Staff: <ul style="list-style-type: none"> ▪ One (1) Head Coach 	\$2000.00
Boys Swimming Staff: <ul style="list-style-type: none"> ▪ One (1) Head Coach 	\$2000.00
*Optional Athletics Activities Staff	Funds Available: \$3127.00 Ceiling: \$812.00

TABLE 6: MS GIRLS ATHLETIC ACTIVITIES

POSITION	EXTRA DUTY PAYMENT
Girls Volleyball Staff: <ul style="list-style-type: none"> ▪ One (1) Head Coach ▪ One (1) Assistant Coach 	\$2000.00 \$1000.00
Girls Basketball Staff: <ul style="list-style-type: none"> ▪ One (1) Head Coach ▪ One (1) Assistant Coach 	\$2000.00 \$1000.00
Girls Outdoor Track Staff: <ul style="list-style-type: none"> ▪ One (1) Head Coach ▪ One (1) Assistant *Coach 	\$2000.00 \$1000.00
Girls Softball Staff: <ul style="list-style-type: none"> ▪ One (1) Head Coach 	\$2000.00
Girls Soccer Staff: <ul style="list-style-type: none"> ▪ One (1) Head Coach 	\$2000.00
Girls Swimming Staff: <ul style="list-style-type: none"> ▪ One (1) Head Coach 	\$2000.00
*Optional Athletics Activities Staff	Funds Available: \$3127.00 Ceiling: \$812.00

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*LIST OF OPTIONAL ATHLETIC ACTIVITIES (MS):

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Cross Country ▪ Indoor Track ▪ Skiing ▪ Golf | <ul style="list-style-type: none"> ▪ Tennis ▪ Athletic Director ▪ One (1) Assistant Coach for Boys** ▪ One (1) Assistant Coach for Girls** |
|---|--|

**Only where there is no assistant designated as line item.

TABLE 7: MS CO-ED ATHLETIC ACTIVITIES

POSITION	EXTRA DUTY PAYMENT
Co-ed Cheerleading Staff: <ul style="list-style-type: none"> ▪ One (1) Coach 	\$1500.00 (Per season-Fall/Winter)

TABLE 8: MS NON-ATHLETIC ACTIVITIES

POSITION	EXTRA DUTY PAYMENT
Substance Abuse Prevention/Peer Mediation Advisor	\$798.00
Student Government Advisor	\$798.00
Newspaper Advisor	\$638.00
"It's Academic" Advisor	\$638.00
Band Advisor (Marching, Stage/Orchestra, Concert)	\$1276.00
*Optional Non-Athletic Activities Staff	Funds Available: \$3876.00 Ceiling: \$638.00

*LIST OF OPTIONAL NON-ATHLETIC ACTIVITIES (MS):

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Chorus/Choir ▪ Senior Class Sponsor Dance ▪ Drama ▪ Service Clubs (Red Cross, Key Club) ▪ Career-Oriented Clubs (FBLA, DECA, FFA, VICA, HOSA, FHA-HERO, FNA, FTA) ▪ Young Astronauts ▪ Creative Writing Club ▪ Computer Club ▪ Values/Self-Esteem Club ▪ Gifted & Talented ▪ Debating ▪ Pom-Pom ▪ Gay and Lesbian Alliance ▪ Pep Club ▪ National Honor Society | <ul style="list-style-type: none"> ▪ Chess Club ▪ Math Club ▪ Science Club ▪ Foreign Language Club ▪ Majorettes/Flag Twirlers ▪ International Exchange Club ▪ Future Teachers of America ▪ PSAT/SAT/ACT Prep Club ▪ Contest Coordinator ▪ Scholarship Coordinator ▪ Robotics ▪ Green Team ▪ Special Project (1) ▪ LGBTQ Liaison ▪ Grant Point of Contact |
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Elementary Schools/Elementary Schools within Educational Campuses Pay Chart for Boys, Girls, and Co-ed Athletic and Non-Athletic Activities

TABLE 9: ES NON-ATHLETIC ACTIVITIES

POSITION	EXTRA DUTY PAYMENT
Substance Abuse Prevention/Peer Mediation Advisor	\$798.00
Student Government Advisor	\$798.00
Safety Patrol Advisor	\$638.00

TABLE 10: ES OPTIONAL ATHLETIC AND NON-ATHLETIC ACTIVITIES

POSITION	EXTRA DUTY PAYMENT
Optional Athletic* and Non-Athletic** Activities Staff	Funds Available: \$4379.00 Ceiling: \$812.00 (For Athletic) \$638.00 (For Non-Athletic)

***LIST OF OPTIONAL ATHLETIC ACTIVITIES (ES):**

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Basketball ▪ Tennis ▪ Volleyball ▪ Kickball ▪ Cross Country ▪ Indoor Track | <ul style="list-style-type: none"> ▪ Outdoor Track ▪ Skiing ▪ Flag Football ▪ Soccer ▪ Cheerleading ▪ Athletic Coordinator |
|---|--|

****LIST OF OPTIONAL NON-ATHLETIC ACTIVITIES (ES):**

- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ Newspaper ▪ Dance ▪ Arts/Crafts ▪ Computer Club ▪ Sewing ▪ Red Cross ▪ Math Club ▪ Reading Club ▪ Creative Writing Club ▪ Value/Self-Esteem Club ▪ Gifted & Talented ▪ Cooking Club ▪ Double Dutch ▪ Contest Coordinator ▪ Pom-Pom ▪ Chess Club ▪ Science Club | <ul style="list-style-type: none"> ▪ Vocal Music ▪ Drama/Speech ▪ Typing ▪ Drill Team ▪ Beta Club ▪ Instructional Music ▪ Tutorial Peer Program ▪ Honor Society ▪ Foreign Language Club ▪ Aerobics/Fitness ▪ Spelling Bee ▪ Language Arts Club ▪ Robotics ▪ Special Project (1) ▪ LGBTQ Liaison ▪ Grant Point of Contact |
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Special Education Schools/Programs Pay Chart for Boys, Girls, and Co-ed Athletic and Non-Athletic Activities

TABLE 11: SPECIAL EDUCATION NON-ATHLETIC ACTIVITIES

POSITION	EXTRA DUTY PAYMENT
Substance Abuse Prevention/Peer Mediation Staff: <ul style="list-style-type: none"> ▪ One (1) Citywide Coordinator 	\$798.00
Special Olympics Staff: <ul style="list-style-type: none"> ▪ Four (4) Special Olympics Citywide Coaches (Co-ed) 	\$3671.00 (\$918.00 per Coach)

TABLE 12: SPECIAL EDUCATION OPTIONAL ATHLETIC AND NON-ATHLETIC ACTIVITIES

POSITION	EXTRA DUTY PAYMENT
Optional Athletic* and Non-Athletic** Activities Staff	Funds Available: \$3867.00 Ceiling: \$812.00 (For Athletic) \$638.00 (For Non-Athletic)

***LIST OF OPTIONAL ATHLETIC ACTIVITIES (SPECIAL EDUCATION):**

- Basketball
- Tennis
- Cross Country
- Indoor Track
- Outdoor Track
- Skiing
- Football
- Touch Football
- Bowling
- Soccer
- Cheerleading
- Swimming
- Softball

****LIST OF OPTIONAL NON-ATHLETIC ACTIVITIES (SPECIAL EDUCATION):**

- Chorus/Choir
- Band/Orchestra
- Dance
- Yearbook/Newspaper
- Drama
- "It's Academic"
- Pep Club
- Debating
- Vocal Music
- Safety Patrol
- Marching Band
- Student Government
- Honor Society
- Pom-Pom
- Instrumental Music
- Gifted & Talented
- Career-Oriented Clubs (FBLA, DECA, FFA, VICA, HOSA, FHA-HERO, FNA)
- Foreign Language Club
- Service Clubs (Red Cross, Key Club, Builders Club)
- Aerobics/Fitness
- Computer Club
- Creative Writing
- Values/Self-Esteem Club
- Contest Coordinator
- LGBTQ Liaison
- Grant Point of Contact

Special Category Pay Table

TABLE 13: SPECIAL CATEGORY

POSITION	EXTRA DUTY PAYMENT
<p>Citywide Student Government Support Staff:</p> <ul style="list-style-type: none"> ▪ One (1) Citywide Upper-House Student Government Advisor for the system ▪ One (1) Citywide Lower-House Student Government Advisor for the system 	<p>\$946.00</p> <p>\$946.00</p>
<p>Secondary Department Chairperson:</p> <ul style="list-style-type: none"> ▪ Middle and senior high school department chairs ▪ The Personnel Committee must recommend to the principal all stipend-eligible Chairpersons, with final selections made by the principal ▪ Consult the Department Chair and Early Childhood Education Grade Level Chair Procedures for details about eligibility and selection criteria 	<p>\$2,500 annually* (paid in two installments at the end of each semester)</p> <p><i>* Per the Collective Bargaining Agreement between the Washington Teachers' Union and District of Columbia Public Schools (2007-2012) (Section 16.11 – Department Chairpersons)</i></p> <p><i>This Extra Duty payment does <u>not</u> come from the school's budget if the principal decides to appoint paid Chairpersons. However, Contract guidelines and DCPS procedures must be followed to secure payment.</i></p> <p><i>Forms provided in this guidance document do not need to be completed for Secondary Department Chairs. Contact the Compensation team in the Office of Talent and Culture to discuss procedures for submitting payment requests.</i></p>
<p>TLI Department Chairperson:</p> <ul style="list-style-type: none"> ▪ Senior high school department chairs in select schools ▪ The Personnel Committee must recommend to the principal all stipend-eligible Chairpersons, with final selections made by the principal 	<p>\$2,500 annually* (paid in two installments at the end of each semester)</p> <p><i>* Per the Collective Bargaining Agreement between the Washington Teachers' Union and District of Columbia Public Schools (2007-2012) (Section 16.11 – Department Chairpersons)</i></p> <p><i>This Extra Duty payment does <u>not</u> come from the school's budget if the principal decides to appoint paid Chairpersons. However, Contract guidelines and DCPS procedures must be followed to secure payment.</i></p> <p><i>Forms provided in this guidance document do not need to be completed for TLI Department Chairs. Contact the Compensation team in the Office of Talent and Culture to discuss procedures for submitting payment requests.</i></p>

<p>Early Childhood Education Grade Level Chairperson:</p> <ul style="list-style-type: none"> ▪ Early Childhood Education programs in Title I schools ▪ The Personnel Committee must recommend to the principal all stipend-eligible Chairpersons, with final selections made by the principal ▪ Consult the Department Chair and Early Childhood Education Grade Level Chair Procedures for details about eligibility and selection criteria 	<p>2-3 classrooms: \$2,000 annually* (paid in two installments at the end of each semester)</p> <p>4-6 classrooms: \$2,500 annually* (paid in two installments at the end of each semester)</p> <p>7+ classrooms: \$3,000 annually* (paid in two installments at the end of each semester)</p> <p><i>* Per the Collective Bargaining Agreement between the Washington Teachers' Union and District of Columbia Public Schools (2007-2012) (Section 16.11 – Department Chairpersons)</i></p> <p><i>This Extra Duty payment comes from the Early Childhood department. However, Contract guidelines and DCPS procedures must be followed to secure payment.</i></p> <p><i>Forms provided in this guidance document do not need to be completed for Early Childhood Education Grade Level Chairs. Contact The Compensation team in the Office of Talent and Culture to discuss procedures for submitting payment requests.</i></p>
<p>Teachers Central to Leadership:</p> <ul style="list-style-type: none"> ▪ The Teachers Central to Leadership Fellowship places outstanding educators on Central Office teams for five weeks over the summer ▪ Goal of this fellowship is to foster understanding of Central Office among educators, to develop leadership, and to help broaden the horizons of a small group of DCPS educators by exposing them to the inner workings of Central Office, and the strategic decision-making processes of DCPS 	<p>\$5,000 one-time payment (paid at the conclusion of the fellowship)</p> <p><i>This Extra Duty payment comes from the Office of Talent and Culture. Program guidelines must be followed to secure payment.</i></p> <p><i>Forms provided in this guidance document do not need to be completed for Teachers Central to Leadership. Contact the Office of Talent and Culture to discuss procedures for submitting payment requests.</i></p>

<p>PEEL (Physical Education Emerging Leaders) Fellows:</p> <ul style="list-style-type: none"> ▪ A competitive fellowship that raises the caliber and internal capacity of the Health and Physical Education program of DCPS ▪ Ten fellows are chosen through a competitive application process each year of the grant ▪ The two major components of the Fellowship are the Education Program and Teaching Enrichment: <ul style="list-style-type: none"> ○ The Education Program is designed to keep teachers abreast of the latest research, issues, and trends in the field of physical education, and pilot innovative technology that integrates academic research with physical education data ○ The Teaching Enrichment component requires that teachers implement best practices in teaching as evidenced through self- and peer-observations and in-depth self-reflection ○ Teachers will meet monthly to deeply investigate the nine teaching strategies of DCPS, receive peer and Central Office feedback on lessons, revise curriculum as needed, and develop professional development workshops ▪ Duties will take place outside of the regular teaching workload and are beyond the call-of-duty of a physical education teacher ▪ Specific responsibilities include: <ul style="list-style-type: none"> ○ Attending monthly professional development workshops ○ Attending a national conference for Health and Physical Education Teachers ○ Designing and revising health and physical education curricula ○ Leading professional development sessions for all DCPS Health and Physical Education teachers ○ Conducting self- and peer- observations of lessons ○ Serving on health education standards committees ○ Piloting integrative physical activity SW 	<p>\$5,000 annually* (paid in two installments at the end of each semester)</p> <p><i>This Extra Duty payment comes from the Office of Teaching and Learning. Program guidelines must be followed to secure payment.</i></p> <p><i>Forms provided in this guidance document do not need to be completed for PEEL Fellows. Contact the Office of Teaching and Learning to discuss procedures for submitting payment requests.</i></p>
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<p>Wellness Champion:</p> <ul style="list-style-type: none"> ▪ Goal is to build a culture of Wellness at the school level ▪ Responsible for helping to build the Wellness Program by organizing and engaging the community in wellness events 	<p>\$500 (fall semester) \$1000 (spring semester)</p> <p><i>This Extra Duty payment comes from the Office of Teaching and Learning. Program guidelines must be followed to secure payment.</i></p>
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<ul style="list-style-type: none">▪ Specific responsibilities include:<ul style="list-style-type: none">○ Assessing the Wellness Program using diagnostic tools○ Identifying areas to focus wellness advocacy activities○ Creating an Action Plan○ Developing monthly school-wide wellness events○ Planning one Signature Wellness Event	<p><i>Forms provided in this guidance document do not need to be completed for Wellness Champions. Contact the Office of Teaching and Learning to discuss procedures for submitting payment requests.</i></p>
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School Year 2015-2016 Instructions for Use of Extra Duty Pay Quickbase Application *(for Central Office Non-Athletic Programs Only)*

Instructions for Use of Extra Duty Quickbase Application

If you're a Central Office program manager of a non-athletic activity, use the Extra Duty Pay Application in Quickbase to manage payments to your team. Simply enter a few program details in the database, and the Compensation team in the Office of Talent and Culture will liaise with the Office of the Chief Financial Officer-Payroll to ensure that your staff is paid on time.

If you wish to use the Extra Duty Pay (EDP) database, please do the following:

1. Send an email to dcps.compensation@dc.gov providing the following (Excel format preferred):

Example:

<u>Program Name</u>	<u>Program Manager</u>	<u>Program Budget</u>	<u>EDP Program Role</u>	<u>Program Stipend</u>
HIV/STI Liaison	Connie Daniels	\$15,000	Sexual Health Liaison	\$400 per semester

- Program Name.** This is the official name of your Extra Duty Pay program (e.g., Teachers Central to Leadership).
- Program Manager.** Identify the individuals who are authorized to supply the names of the EDP program participants and the stipend amount that each should receive. You may have up to ten program managers for each program.

Note: Once a program manager has been added, s/he will be sent an email invitation to the "Extra Duty Pay Application." From the email, the program manager should click on the link that says "Go to this App in Quickbase."

- Program Budget.** Provide the amount of Extra Duty Pay funds that have been budgeted for the year.
- EDP Program Role.** Provide the names of all roles/titles of individuals who are eligible for Extra Duty Pay under this particular program (e.g., LGBTQ Liaison).
- Program Stipend.** Provide the stipend amounts that correspond to the roles/titles of all individuals who are eligible for Extra Duty Pay under this particular program (e.g., \$500).

Note the following:

Once you provide this information, the Compensation team will confirm when your program has been set up in the database and will give you a deadline for identifying the Program Participants and Program Stipend amounts ("Allocation Deadline"). Meeting this "Allocation Deadline" will ensure that your Program Participants are paid on time. Note that your "Allocation Deadline" will be approximately two pay periods prior to the pay date.

The “Program Stipend Disbursement Date” field will display the date that OCFO will make the stipend payment. This will be approximately two pay periods following the “Allocation Deadline”.

Quickbase will keep a running total of how much of your budget you have allocated for Extra Duty payments. The net will appear in the “Total Allocated” field.

2. After the Compensation team confirms that your program has been set up in the database, log into Quickbase (<https://octo.quickbase.com>) using your dc.gov email address and password.
3. Select the “Extra Duty Pay Application” from your Dashboard.
4. On your Dashboard, go to the “My Programs” section at the right of the screen. Click on the tab “Add Program Participant.”
5. Under “Identify Participant,” go to “EDP Program Role.” Use the drop-down menu to select the role of the participant. (Note: if you provided your Program Roles to the Compensation team, they should appear in the drop-down menu). When you make your selection, the “Program Stipend” and “Total Budgeted” amounts will automatically populate.
6. Go to “Employee – Full Name.” Either <browse choices> or type the name of a Participant in the search engine (last name, first name) at the top of the window. When you find the correct Participant, click the bubble to the left of the Full Name and then click “OK” at the top or bottom left of the window. When you make your selection, the “Employee – Position Number” and “Employee Email” will automatically populate.
7. When complete, click “Save” at the top right of the screen. Repeat steps 5-7 until all Participants have been entered.

Feel free to provide information for more than one program. If you have questions, please contact the Compensation team at dcps.compensation@dc.gov.

School Year 2015-2016 Extra Duty Documentation Policy Guidelines

REQUIRED DOCUMENTATION

In general, documentation for **Athletic Coaches/Workers** must be sent to Reginald Ballard in the DCPS Athletics Office. Documentation for **Non-Athletic Sponsors** must be submitted to Claudia Nichols in the DCPS Office of the Chief of Schools, Academic Planning and Support, with accompanying signed cover sheet from the principal. However, there are two **exceptions** to this guideline:

- Athletic Coaches/Workers and Non-Athletic Sponsors who are not DCPS employees must complete a W-9 tax form and submit it directly to OCFO-Payroll. Payment cannot be disbursed to non-DCPS employees without a W-9 form on file.
- In general, positions in the Special Category Pay Table are paid through special arrangements, and the forms included herein are not required. Contact the sponsoring program office for details. Feel free to utilize the new Extra Duty Pay Application in Quickbase to manage these payments. Contact the sponsoring program office or the Compensation team in the Office of Talent and Culture for details.

For Completion by Athletic Coach/Worker and/or Non-Athletic Sponsor

All **Athletic Coaches/Workers and Non-Athletic Sponsors** must do the following:

- State the sport or club objectives prior to the commencement of the activity
- Submit an initial enrollment list

In addition to what is stated above, **DCPS employees** must complete the following forms:

- Extra Duty Assignment Authorization Form – The DCPS employee must individually sign the Extra Duty Authorization Form acknowledging their understanding that any work performed prior to a cleared background check via fingerprinting screen will not be compensated. The rate included on the form must be the rate agreed to by the principal for optional athletic and non-athletic activities.
- Extra Duty Participants' Roster – The roster must be maintained monthly and is subject to review by the principal and Committee on Extra Duty, or auditors.

In addition to what is stated above, **non-DCPS employees** must complete the following form:

- W-9 Form -- Submit the W-9 directly to OCFO-Payroll.

For Completion by Principal or Approval Designee

All documentation for Athletic Coaches/Workers should be submitted according to the official schedule as released by the Athletics Office -- for coaching activities, please call the Athletics Office at (202) 729-3288 for updated schedule information. All documentation for Non-Athletic Sponsors should be submitted according to the official schedule as released by the Office of the Chief of Schools, Academic Planning and Support.

DCPS Employees

Athletic Coach/Worker – Submit form to Reginald Ballard in the Athletics Office.

- Payroll Register for Athletic Coaches/Workers – Note that athletic activities require a minimum of 12 hours per week with certification of 24 hours per pay period. The minimum time requirement specified is not intended to prevent the Athletic Coach/Worker from contributing additional time to the activity.

Non-Athletic Sponsor – Submit form to Claudia Nichols in the Office of the Chief of Schools, Academic Planning and Support.

- Payroll Register for Non-Athletic Sponsors – Note that non-athletic activities require a minimum of one hour per week with certification of two hours per pay period. The minimum time requirement specified is not intended to prevent the Non-Athletic Sponsor from contributing additional time to the activity.

Non-DCPS Employees

Athletic Coach/Worker – Submit the forms below to Reginald Ballard in the Athletics Office. Ensure that the Athletic Sponsor has been cleared by the Fingerprinting Office prior to submitting forms to the Athletics Office.

- Athletic Form A (Request for Employment of Athletic Coaches/Workers)
- Athletic Form B (Accounts Payable Request for Payment)
- Sign-in sheet

Non-Athletic Sponsor – Submit the forms below to Claudia Nichols in the Office of the Chief of Schools, Academic Planning and Support. Ensure that the Non-Athletic Sponsor has been cleared by the Fingerprinting Office prior to submitting forms to the Office of the Chief of Schools, Academic Planning and Support.

- Non-Athletic Form A (Request for Employment of Sponsors (Non-Athletic Activities))
- Non-Athletic Form B (Accounts Payable Request for Payment)
- Sign-in sheet

DEFINITIONS

- **Line Item:** The term is used to identify an allocation provided for a specific activity at a specified rate of pay. Allocations are non-transferable or divided.
- **Optional Activities:** Those activities for which no amount is specified, but the compensation is negotiated between the principal and Athletic Coach/Worker or Non-Athletic Sponsor. Options can be selected from the list of activities included in the formula.
- **Ceiling:** The maximum rate of pay for an optional athletic or non-athletic activity.
- **Special Project:** A club or activity that is directly related to the curriculum but is not included in the list of optional non-athletic activities. Only one project with one sponsor is permitted for the duration of a school year. This activity may be identified at the local school level. Indicate the name of the special project (special project-name of activity) on the Extra Duty Assignment Authorization Form in order for the activity to be approved.
- **Sanctioned:** Any athletic activity that operates under the auspices of the Athletics Office.

For Completion by All
Athletic
Coaches/Workers
and
Non-Athletic Sponsors



**DISTRICT OF COLUMBIA PUBLIC SCHOOLS
EXTRA DUTY ASSIGNMENT AUTHORIZATION**

I, _____, agree to conduct

_____ at _____
(Name of Activity) (Name of School)

during the period _____ to _____
(Starting Date) (Ending Date)

to be paid in accordance with the Extra Duty Pay Distribution Formula at the activity rate of \$_____ per full participation in the activity. Where the activity is conducted for less than the full activity period, the amount of compensation will be reduced accordingly on a prorated basis. I further agree that the above activity will be conducted beyond and in addition to my regularly assigned classroom teaching schedule; and that the above activity will be conducted for _____ hours per day, _____ days per week, _____ hours per week.

If you fail to be fingerprinted, clear the background check, receive a coaching ID, and/or complete department mandatory meetings and trainings, you are ineligible for payment for work. By signing below, you acknowledge that you fully understand that you are required to clear a background check via fingerprint screen conducted by the DCPS Office of School Security, receive a coaching ID, attend mandatory meetings, and complete trainings at nfhslearn.com.

I understand this requirement. _____
(Please initial)

Signature of Teacher Date

Employee I. D. Number

Teacher's Home Address Home Phone

City State Zip Code



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

For Completion by
Principal or Approval
Designee

For DCPS Employees
who are
Athletic
Coaches/Workers



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

For Completion by
Principal or Approval
Designee

For DCPS Employees
who are
Non-Athletic Sponsors



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

For Completion by
Principal or Approval
Designee

For Non-DCPS
Employees
who are
Athletic
Coaches/Workers



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

NON-DC PUBLIC SCHOOL EMPLOYEES ONLY

Athletic Form A

DISTRICT OF COLUMBIA PUBLIC SCHOOLS
Request for Employment of Athletic Coaches/Workers

Date: _____ School Year: _____

School Name: _____

Requested by: _____ Title: _____

Name of Athletic Coach/Worker: _____

Address: _____

Home Phone: _____ Office Phone: _____ EMPLID: _____

Total Contract Amount \$ _____

Reviewed by: _____ Approved () Denied ()
Officer/Athletics Office

For Athletic Office Use Only

Extra Duty Pay

Records of Payment

Amount of Payment: _____ Date: _____ Sport: _____

Amount of Payment: _____ Date: _____ Sport: _____

Amount of Payment: _____ Date: _____ Sport: _____

Amount of Payment: _____ Date: _____ Sport: _____

Athletic Worker:

Amount of Payment: _____ Date: _____ Sport: _____

Amount of Payment: _____ Date: _____ Sport: _____

Amount of Payment: _____ Date: _____ Sport: _____

Amount of Payment: _____ Date: _____ Sport: _____

Total Expended: _____



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

NON-DC PUBLIC SCHOOL EMPLOYEES ONLY

Athletic Form B

DISTRICT OF COLUMBIA PUBLIC SCHOOLS

**Accounts Payable
Request for Payment**

School Year: _____

Date: _____ From: _____ To: _____

School Name

Name of Athletic Coach/Worker: _____

Address: _____

Home Phone: _____ Office Phone: _____ SSN: _____

Activity Code: _____

Total Contract Amount: _____ Amount of Payment: _____

Principal/ Designee's Signature: _____

Title: _____

Date: _____

AUTHORIZATION

Print Name

Signature

Title: _____

Date: _____

PRINCIPAL APPROVAL

I certify that the Athletic Coach/Worker has satisfactorily performed the contracted services rendered.

Print Name

Signature

Date: _____

Extra Duty Assignment Authorization must be attached



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

For Completion by
Principal or Approval
Designee

For Non-DCPS
Employees
who are
Non-Athletic Sponsors



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

NON-DC PUBLIC SCHOOL EMPLOYEES ONLY

Non-Athletic Form A

**DISTRICT OF COLUMBIA PUBLIC SCHOOLS
Request for Employment of Non-Athletic Sponsor**

Date: _____ School Year: _____

Requested by: _____ Reviewed by: _____

School/Office: _____ Office of Chief of Schools, Academic
Planning & Support

Title: _____ Title: _____

Name of Sponsor: _____

Address: _____

Home Phone: _____ Office Phone: _____

EMPLID: _____

Indicate desired position(s): _____

Total contract amount: \$ _____

Reviewed by: _____ Approved () Denied ()
Officer/OCCR

For Office Use Only Record of Payment

Name of Sponsor: _____

EMPLID: _____

School /Office: _____ INDEX: _____ PCA: _____ AOBJ: _____ FUND: _____

Extra Duty Pay

Amount of Payment: _____ Date: _____ Activity: _____

Amount of Payment: _____ Date: _____ Activity: _____

TOTAL EXPENDED: _____



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

NON-DC PUBLIC SCHOOL EMPLOYEES ONLY

Non-Athletic Form B

DISTRICT OF COLUMBIA PUBLIC SCHOOLS

Accounts Payable

Request For Payment

Date (From): _____ (To): _____
School Name/ Office

Name of Sponsor: _____

Address: _____

Home Phone: _____ Office Phone: _____ EMPLID: _____

Activity Code: N/A _____

Total Contract Amount: _____ Amount of Payment: _____

Title: _____

AUTHORIZATION

Print Name Signature

Title: _____

Date: _____

PRINCIPAL APPROVAL

I certify that the non-Athletic sponsor has satisfactorily performed the contracted services rendered.

Print Name Signature

Date: _____

Extra Duty Assignment Authorization must be attached