

**DISTRICT OF COLUMBIA
PUBLIC SCHOOLS**

Office of the Executive Director
Department of Human Resources
825 North Capitol Street, NE, Sixth Floor
Washington, DC 20002-4232
202/442-5420, fax: 202/442-5315
www.k12.dc.us



MEMORANDUM

TO: Principals
Assistant Principals
Business Managers and Timekeepers

FROM: Carl Williams

DATE: December 4, 2006

SUBJECT: Processing Class Coverage Payments

In accordance with the WTU's collective bargaining agreement, Article XX IV (7b), teachers who lose their planning period due to class coverage and elementary teachers that are required to receive additional students due to another teacher's absence shall be compensated. Attached are guidelines and a timesheet that have been developed to assist you in tracking, recording and reporting each instance of class coverage at your school site. The guidelines and the timesheet should be utilized to ensure that your teachers are accurately and timely compensated for covering the class of absent teachers.

I recognize that these guidelines and the timesheet are long overdue and that many, if not most of you, have been and continue to track and record each instance of class coverage. We now want and need to make every effort to meet our goal of having all retroactive payments (for class coverage provided from the beginning of SY '06 until December 8, 2006) provided to teachers by the end of December, 2006. To this end, **please utilize the attached guidelines and timesheet to submit class coverage time to the Payroll department by Friday, December 8, 2006.** Your submittal should be included with your regular time and attendance information that is due to Payroll by December 8. All previously submitted time for class coverage will be processed by the Payroll department by December 8 and therefore there is no need to resubmit this time to Payroll. However, Payroll may need to contact some of you for clarification of the time previously submitted.

Along with the guidelines and timesheet, we have attached a Frequently Asked Questions (FAQ) sheet that should answer any questions you may have regarding the calculation of class coverage time or utilizing the timesheet. Please begin to use the attached Class Coverage Timesheet and immediately cease utilizing the version previously provided by the Payroll department. If you have questions that are not addressed by the FAQ or need clarification, please feel free to call me at (202) 442-4080.

I recognize and apologize for the fact that we are not providing a great deal of time for you to process and submit the requested information. Given this, I also recognize that the complete and accurate reporting of this information can not be assured. Any correction required will be managed in consultation with the school site and Payroll. As we move forward, HR and Payroll will partner with each of school site to solidify the process and address any and all concerns that are raised. Please note that over the next several weeks, I will meet with principals to review the guidelines and reporting process and answer any questions they may have.

Again, please utilize the attached guidelines and timesheet to submit class coverage time to the Payroll department by Friday, December 8, 2006. Your submittal should be included with the submittal of your regular time and attendance information. If you have any questions or need clarification, please do not hesitate to contact me at (202) 442-4080.

ADMINISTRATIVE PROCESS FOR CLASS COVERAGE PAYMENT

FREQUENTLY ASKED QUESTIONS

What is the basis for payment for covering another teacher's class?

In accordance with Article XX IV (7b), a substitute shall be hired to cover every absence of a classroom teacher. When a supervisor is unable to provide substitute service, a teacher may be required to cover the class during his/her planning period. In addition, if substitute service is not available, an elementary teacher may be required to receive additional students in his/her class.

How are teachers to be compensated for a loss of a planning period?

All secondary and elementary classroom teachers who lose their planning period due to class coverage shall have one of two compensation options:

- A. The teacher may request to have the lost planning period restored (another planning period scheduled/provided during the same pay period), or
- B. Be compensated on a pro rata basis of \$30 per hour or fifty cents (\$0.50) per minute for the planning time lost due to class coverage.

How are teachers to be compensated for class coverage by receiving additional students within their class?

At the Elementary Level, when elementary classroom teachers who, due to another teacher's absence, receive additional students that results in the number of students present in the class to **exceed the daily roster AND the contractual limit**, the following compensation guidelines shall be followed:

1. The teacher is to be compensated at the per diem rate of \$30 per day for each day of coverage that results in the daily roster and the contractual limit being exceeded.
2. For Special Subject Teachers: If a special Subject teacher receive students due to coverage on any given day, that results in the daily roster

and the contractual limit being exceeded in three or more classes, he/she shall be paid \$30 per day.

A teacher has been assigned to cover a 5th grade class below the Contractual size during his/her planning period. Does he/she receive \$30 per hour pro rata?

Yes. Both Secondary and Elementary teachers are to be paid \$30 per hour pro rata for class coverage during their planning time regardless of the contractual class size.

Do a teacher receive \$30 for the day if he/she has more students present in the classroom than the contractual limit because of additional students for the day?

Yes. The teacher must receive at least one student that causes their class size to exceed the contractual limit that day.

Under what conditions can a teacher receive both the \$30 for the day and \$30 per hour pro rata?

A teacher must receive **at least one student that causes their class size to exceed** the contractual limit and **lose their planning time** that day.

Is there a specific form or document needed to track and report instances of class coverage?

Yes, the Class Coverage Payment Record has been developed for and is to be utilized to report all instances of teachers providing class coverage or receiving additional students that exceed both their daily roster and the contractual limit.

Does the principal use the form to assign coverage to a teacher?

No, the principal does not utilize the Class Coverage Payment Record form to assign coverage to a teacher. The principal or his/her designee is to utilize the form to report the time to the Payroll department in order to have the teacher compensated for providing the coverage. However, as a good practice and to provide the teacher with a record of the coverage the teacher provided, the principal or timekeeper should provide the teacher a copy of the Payment Record form for the teacher's records. Principals should utilize their current methodology for assigning class coverage in conjunction with their master schedule.

Does the timekeeper use this form to report pay for coverage for each affected teacher for each pay period?

Yes, reporting class coverage is a component of the time and attendance process. Thus, the timekeeper is to use the Class Coverage Payment Record for each teacher's coverage provided during the specific pay period: the form should be utilized to report any coverage provided by the teacher during the pay period. Only one form is needed per teacher per pay period.

Who adds up the total amount of coverage for each affected teachers for each pay period?

The timekeeper is to calculate the total amount of class coverage time provided by the teacher during the pay period and also calculate, based on the total class coverage time, the total amount to be compensated. To assist the timekeeper with this process, the form indicates the rate of compensation for each type of class coverage provided.

Does the teacher complete a separate form for each day of coverage?

The teacher is not required to complete a form. He/she should be provided a copy of the bi-weekly payment record by the timekeeper. However, it is advisable that the teacher keep track of the coverage he/she provides each day and use this information to reconcile the record that the timekeeper provides them. If the teacher does not receive a copy of the payment record, he/she should request a copy from the timekeeper.

Does the teacher submit his/her form(s) to the timekeeper for each pay period or is this done by the principal or his/her designee?

The timekeeper is responsible for completing the Class Coverage Payment Record for each teacher who has provided class coverage during each pay period. Teachers should keep their own record of coverage; however, they are not required to complete or submit a Class Coverage Payment form.

What is the process for checks and balances between principals & timekeepers as well as teachers and timekeepers to ensure that the correct amount of time is being submitted to payroll during each pay period?

The principal and/or his/her designee will record each instance of a teacher providing class coverage for an absent teacher – coverage provided by either

the teacher losing a planning period or receiving additional students that exceed both the daily roster and the contractual limit. The timekeeper will compute/calculate the total amount of time of class coverage provided by each teacher and total amount of compensation due to each teacher as a result of the coverage provided. The teacher may utilize their own records to reconcile/ensure that the time reported is consistent with their record. Through this process, principals, timekeepers and teachers will have the same information.

When must time keepers submit the pay for coverage time?

Time records for pay for coverage shall be submitted by the principal or his/her designee in accordance with the same timeline submission requirements for regular teacher pay.

How will teachers be paid?

Teachers shall receive their pay for coverage compensation on a biweekly basis.

Will teachers be paid in a separate check or will it be included on their regular check?

Teachers will receive their pay for coverage compensation on a biweekly basis. The payment (subject to applicable taxes) will be provided on a separate check.

How will pay for coverage be identified on the check advisory/pay stub; as administrative premium or some other classification?

The pay for coverage compensation will be treated as additional pay and indicated as administrative premium – administrative pay.

How long will teachers have to wait for their retroactive pay for coverage once their time has been submitted by the timekeeper?

Timekeepers should report all class coverage time, provided from the beginning of the '06 school year up to the end of the current pay period, to Payroll by December 8, 2006. If this is done, teachers should receive their payments for class coverage by December 22, 2006. Any corrections or adjustments to the payments will be made subsequent to that date.

How will class coverage and the resulting lost planning time which are built into the master schedule (less than the required 225 minutes weekly) be indicated on the class coverage payment form? Should there be a separate form for this category?

Lost planning time and class coverage that are built into the master schedule will be administered through another, separate process. Principals and/or his/her designees should speak with their Regional Superintendents to determine what process has been developed to manage such situations.

CLASS COVERAGE TIMESHEET

SCHOOL: _____

PHONE # _____

Principal Name _____

Timekeeper Name _____

Teacher Providing Coverage: _____

SSN: _____

Date _____

Teachers Name & Class Name Coverage Provided For	Grade Level	SSN (LAST 4 DIGITS)	Subject	Date	Time Start to End	Reason (LPT or ECL)	Number of Stud. Present (ECL)	Number Exceeding Contract Limit (ECL)	Coverage Time in Minutes (LPT)	Amount Due Per Day
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
TOTAL AMOUNT DUE Per Pay Period										\$

Funding Source: 100-GA-7800-00-AAFT-0506-00000-AA05

Reason(s) for payment:
 LPT = Lost Planning Time (Due to Covering Another Class)
 ECL = Exceeded Daily Roster/Contractual Limit

Guidelines for Calculating Class Coverage Time:
 1. Substitutes shall be hired to cover every absence of a classroom teacher.
 2. When a supervisor is unable to provide substitute services, a teacher may be required to cover the class.
 The rate for class coverage when losing planning periods is \$0.50 per minute for elementary & secondary schools.
 The rate for elementary teachers receiving additional students exceeding the daily roster and contractual limit is \$30 per day.

Timekeeper Signature _____

Principal Signature _____

Date _____

Date _____

For Payroll use only: Batch : _____
 Schedule: _____

Subject: Fwd: FW: PRINCIPAL-GRAM FOR JANUARY 24, 2007

From: Jackson, Renee (OASUP)

Sent: Wednesday, January 24, 2007 5:37 PM

To: DCPS Principals ALL ; DCPS Assistant Principals ALL

Cc: Superintendent's Leadership Team; Superintendent's Leadership Team Assistants; Office of Accountability; Wilds, Nicole (HRM); Brodie, Karene (OOS); Williams, Carl E. (HRM)

Subject: PRINCIPAL-GRAM FOR JANUARY 24, 2007

FOR YOUR IMMEDIATE ATTENTION

JUST A REMINDER (CRITICAL ACTIVITIES AND DATES)

- **Federal Child Count Data Clean Up** - The Dec. 1 Federal Child Count Validation Form was to be completed and submitted to your Regional School Support Supervisor by the close of business on Tuesday, January 23, 2007.
- **Teacher Recordkeeping Day – 1/26/07 - Students dismissed at 12:15 p.m.**
- **Issuance of Second Advisory Report Cards – 2/2/07**
- **President's Day Holiday – 2/19/07** (Schools and Offices Closed)
- **Out-of-Boundary Transfer Request - 1/26/07 through 2/28/07** (On-line applications)
- **Mid-Year Review/Teachers - Deadline for Completion 2/9/2007** – Conduct Mid-Year Conferences for all first, second and third year teachers and teachers rated "Needs

Improvement" or "Ineffective Educator" (if you are a new principal, you must include all staff).

- **Mid-Year Review/Assistant Principals –Deadline for Completion 2/2/2007** – Mid-Year Review Conferences with the supervisory principal.
- **Mid-Year Review/Principals –Deadline for Completion 2/9/07** – Mid-Year Review Conferences for all administrators.
- **3rd Advisory Unstructured Observations for all teachers - Deadline for Completion and Submission 3/1/07**
- **Budget Roundtables – 2/5-9/07 and 2/12-16, 2007, Location TBD**
- **SAF Report for January, 2007 – Deadline 2/15/07**
- **February Chief State School Officer Meeting – 2/20/07 @ THEARC**
- **February Administration of the DC BAS to Grades 3 thru 8 & 10 – 2/13-14/07 & 2/15/07**

DC BAS POINTER

Continue to review secondary advisory DC BAS data during collaborative meeting times, and grade level meetings. Implement strategies to realign delivery of instruction.

INCLEMENT WEATHER REVIEW

- Meet with your custodial staff to ensure building readiness for inclement weather (shovels, snow blowers, salt and sand, etc.).
- Review the inclement weather policy and procedures with all staff members and add updates in your weekly school bulletins.
- Review regional phone tree for chain of command contact.

FROM THE OFFICE OF STUDENT SERVICES**FOR SPECIALIZED SCHOOLS, PROGRAMS AND ACADEMIES**

We must receive your projections for spaces in the specialized schools and programs immediately for posting on the website. Even though parents may not apply for admission to these schools/programs through the out-of-boundary process, we must provide the information at the onset of the application period which begins on Friday, January 26th. As you will note, this information was requested previously by December 4th and due in to the Regional Superintendents by December 19, 2006. If you have not already done so, please fax your responses to the Division of Student Services on 442-5523 or reply by email to Sharon.Dunmore@k12.dc.us by noon today. Please see the attachments "Specialized Schools, Programs and Academies" and "Projections SY 07-08 Specialized Schools Programs2."

FROM THE OFFICE OF HUMAN RESOURCES**TUITION REIMBURSEMENT PROGRAM**

Pursuant to Article XLI – Section K3 of the current Washington Teachers Union collective bargaining agreement, a Tuition Reimbursement program has been established. Certified permanent teachers, with a performance evaluation of "meets expectations" or higher, are provided tuition reimbursement for job-related coursework taken at accredited universities and colleges.

Attached is a program review that outlines and describes the tuition reimbursement program in detail. Also attached is a copy of the application for tuition reimbursement approval and payment. The program guidelines provide details regarding the Tuition Reimbursement program, program definitions, eligible coursework and the process/procedure for requesting and receiving tuition reimbursement. The supervisor's primary responsibility is to confirm/verify the most recent formal performance evaluation of the teacher applying for reimbursement. By signing the application, the supervisor is confirming/verifying that the teacher meets the program's performance requirement.

The Office of Human Resources, through the Tuition Reimbursement Program Administrator, has the responsibility for managing the program. Please review the two documents. In addition, please make the two documents widely available to your school staff. Additional copies of the documents will be made available to WTU bargaining unit members over the next several days.

If you have questions regarding the program, please contact Erika Wesley (202) 442-5356. Please feel free to refer your staff to Erika if they have questions.

WTU CONCERNS

We know that you are good stewards of your schools buildings. Please be mindful of these contractual agreements.

Planning Time

"In emergency situations, teachers in secondary schools may be required to cover classes on a per-period rotation basis. On the elementary level, teachers may be required to accept other students in their classrooms for instruction, with consideration given to class size, equitable distribution and the grade levels of the students involved." (*Collective Bargaining Agreement between the Washington Teachers' Union and the District of Columbia Public Schools, Article XXIV, A-6(b)*).

As it is the beginning of the second advisory, those individuals who have not had their individual planning time restored, must be paid.

Lunch Time

Please be reminded that elementary school teachers to be provided a minimum of 225 minutes of duty free lunch per week. If this has not been provided, they must be paid. (Please see *Collective Bargaining Agreement between the Washington Teachers' Union and the District of Columbia Public Schools, Article XXIV, A-17(b)*).

HEADS UP – Coming Attraction (March, 2007)

Relocation of the Regional Superintendents from 825 North Capitol, NE to the following regional sites:

Region I – Kramer MS

Region II – Tyler ES

Region III – Francis JHS

Region IV – Evans JHS

Region V – Backus MS

Region VI – Hamilton School @ Hardy MS

Renee S. Jackson

Administrative Officer

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