

Superintendent's Office Memo

To: Principals, Supervisors, Cheryl Clements
Heath Morris, STA President
Dick Salls, CSEA President
From: Leon J. Reed *LJR*
Re: Payroll Guidelines, etc.
Date: March 19, 2008

Please find attached the payroll guidelines that have been amended as requested by the STA and CSEA. Teachers will now be compensated if they are required to attend more than one Open House, and all non-teaching employees will be paid the same chaperoning fee as the STA.

If you have any questions or concerns, please contact me.

LJR/cmd
Attachment

Payroll Guidelines (Revised September 2007)

Short Term Teacher Absence/Temporary Teaching Positions Less Than 30 Days

The teacher is responsible for contacting the BOCES Substitute Teacher Service or the Building Principal for all absences less than 30 school days. If the absence is more than 5 days, please see below. The substitute will be considered per diem and will be paid as per the agreement between the District and the Southern Adirondack Substitute Teacher Alliance. It is the responsibility of the Building Principal to report per diem substitute days worked on the Building Payroll Data Sheet. Temporary teachers shall follow the same guidelines as substitute teachers.

Five Consecutive Days of Absence

The Building Principal shall send any teacher who is absent or will be absent 5 consecutive days an extended absence form to be completed by a physician. The Building Principal shall notify the Superintendent of Schools in writing that an extended absence form has been forwarded to the teacher. The Superintendent of Schools shall be responsible for the teacher responding in a timely manner. The teacher will consult with the Building Principal regarding any substitute time that is 5 days or more. The Principal's determination will be final. However, the teacher still has the responsibility to contact the Substitute Teacher Service unless the Principal decides otherwise.

Extended Absence/Temporary Teaching Positions Less Than 70 Days and Greater Than or Equal to 30 Days

Upon notification by the teacher's personal physician that they will be absent at least 30 school days, but less than 70 school days, the Building Principal shall solicit possible replacements using any method they determine meets the needs of both students and staff. Posting the position is not required, and the substitute will not be appointed by the Board of Education. *All maternity leaves will be considered extended absences by definition.*

Upon selection of the substitute for extended absence who is expected to be working at least 30 school days and less than 70 school days, the Building Principal shall inform the substitute, regular classroom teacher, Superintendent of Schools, STA President and payroll in writing or email. The extended teacher substitute shall be paid on a per diem basis and will not receive benefits. The daily rate of pay is 1/200th of Step (1) BA of the agreement between the Schuylerville Teachers' Association and the district and reported on the building payroll data sheet. However, if the actual number of days is less than 30 or more than 70 due to unforeseen circumstances, the substitute will be paid for the school days worked at the daily rate of 1/200th at Step (1) BA.

Long Term Substitute Teacher/Temporary Teaching Positions Greater Than or Equal to 70 Days

Long Term Substitute/Temporary teaching positions greater than or equal to 70 days or when the District is notified in writing by a teacher's personal physician that the employee will be absent 70 or more school days, the long term substitute/temporary teacher will be considered a "long term substitute" as defined in Article XXVII D of the current agreement between the District and the Schuylerville Teachers' Association.

Such teachers will receive salary and benefits on the same basis as those bargaining unit members who are given probationary appointments for permanent positions.

Posting the position is not required and the substitute will not be appointed by the Board of Education.

Upon selection of the long term substitute/temporary teacher for extended absence who is expected to be working more than 70 school days, the Building Principal shall inform the long term substitute/temporary teacher, regular classroom teacher, Superintendent of Schools, STA President and payroll in writing or email. Each and every assignment is separate and distinct. If the actual number of days is less than 70 due to unforeseen circumstances, the substitute will be considered a "long term substitute" as defined in Article XXVII D of the current agreement between the District and the Schuylerville Teachers' Association.

Part Time Employees

(Article XXVII (C) of the STA Contract)

Employees who are employed fifty percent (50%) or more of school time daily and/or weekly shall be made whole of all benefits contained within the current STA Agreement. Such employees shall be placed appropriately on the salary schedule and compensated for the percentage of time employed computed from the assigned step on the salary schedule.

Persons employed less than fifty percent (50%) of school time on a daily and/or weekly basis shall be made whole of all benefits contained within the current STA Agreement with the exception of health and dental insurance. The District will share the health and dental insurance benefit cost on a 55% to 45% basis. Fifty-five (55%) shall be paid by the District and forty-five percent (45%) shall be paid by the employee. Such employees shall be placed appropriately on the salary schedule in accordance with this Article and compensated for the percentage of time employed computed from the assigned step on the salary schedule.

AIS, SAT, GED, ALPS, and Distance Learning Classes and Driver Education taught during the school day shall be considered part time teachers. All part time teachers shall be appointed by the Board of Education on an annual basis.

Computation of Salary for Part Time Elementary Teachers

For payroll purposes, the length of a teacher workday is 390 minutes minus 70 minutes for lunch and preparation time. Therefore the total number of minutes of student contact per workday is 320 minutes. The salary of a part time teacher will be calculated as a percentage of total student contact time per workday.

E.G. - a part time employee teaching 3 hours (180 minutes) per day will receive 56% of the appropriate step.

$$\text{Part Time Salary \%} = \frac{180 \text{ minutes}}{320 \text{ minutes}} \times 100 = 56\%$$

Computation of Salary for Part Time Jr. Sr. High School Teacher

Part time staff working in the Jr. Sr. High School will be paid as follows:

1 Class	20%
2 Classes	40%
3 Classes or More	18% for each class
Duty Period	10%

If a part time teacher substitutes, they will be paid in the same manner as all other substitutes. If a full time staff member covers a class for another teacher, this will be considered voluntary and there will be no payment.

Benefits for part time teachers are defined in Article XXVII [C] of the agreement with the STA.

Supplemental Services Rates of Pay for Certified and Non-Certified Staff

(Note: Not Regular Full, Part Time or Temporary Employees)

AIS, SAT, GED, Tutoring, Homework Help, and any other activity before or after the regular school day will receive \$30 per hour. All staff who are not certified teachers working in these programs will receive their hourly rate of pay. If no students show up, the instructor will receive payment for one hour.

Rate of Pay for Certified and Non-Certified Chaperones and 'Other Duty' Assignments

There is a minimum payment for chaperoning of \$37.50 for the first two hours and \$18.75 for each additional hour for teachers. Non-instructional staff chaperoning will receive the same rate of pay.

All certified staff, both 10 month and 12 month shall be paid the chaperoning fee for 'other duties' as defined in the current STA contract Article XXI (C, D, & E). Any teacher required by their principal to attend more than one (1) open house shall be paid the chaperoning fee.

Guidelines for Noninstructional Substitutes

Substitute Cleaner/Aides/Monitors/Clerical/Nurse Guidelines

The rate of pay for substitute cleaners shall be an hourly rate equal to the hourly rate of the base/minimum salary for all absences less than 70 days.

Substitute Bus Drivers/Cafeteria Guidelines

The rate of pay for substitute bus drivers and cafeteria workers shall be minimum wage during substitute training. The length of the training period shall be determined by their supervisor. Upon successful completion of their training, the substitute shall be paid the hourly rate of the base/minimum salary of the regular cafeteria/transportation employee for all absences less than 70 days.

Five Consecutive Days of Absence

The Supervisor shall send any employee who is absent 5 consecutive days an extended absence form to be completed by a physician. The Supervisor shall notify the Superintendent of Schools in writing that an extended absence form has been forwarded to the employee. The Superintendent of Schools shall be responsible for the employee responding in a timely manner.

Long Term Substitute Cleaners, Bus Drivers, Cafeteria Workers, Aides, Nurse, Clerical & Monitors

When the district is notified in writing by a cleaner, bus driver or cafeteria employee's personal physician that the employee will be absent 70 or more school days, the substitute will be considered a long term substitute and in addition to the hourly rate of the minimum salary, the substitute will receive benefits.

Cocurricular Advisors, Curriculum Coordinators
and
Intramural Coaches
Procedures/Guidelines
(April 2006)

1. Letters of intent will be sent to the current advisor/coordinator of each activity no later than May 1 each year.
2. All positions will be posted annually no later than May 15 each year.
3. Anyone interested in applying for an advisor/coordinator position must apply no later than June 1.
4. Anyone applying for a position must include with the letter of application a "plan" for the year/season. The plan shall contain a tentative schedule of activities/events, an estimate of the number of students (if applicable) they expect to be involved, and the purpose of the activity. The plans will be kept on file in the Principal's Office.
5. At their first meeting in June, the Board of Education will approve the appointments. However, the Board may delay action if they need additional information or feel they need additional time for any reason.
6. After approval by the Board of Education, the Superintendent of Schools will notify in writing the advisor/coordinator of their appointment and the salary to be paid.
7. Anyone who begins the activity prior to Board approval does so at their own risk. There is no authorization until there is Board action.
8. Yearly advisor/coordinator positions may select to be paid as a part of the regular payroll or an end of the year lump sum payment. Seasonal advisors/coordinators may select to be paid in two payments - mid-season and at the end of the season, or in a lump sum at the conclusion of the activity/season. Prior to final payment, the advisor/coordinator must submit to the Building Principal an end of the season/semester/year report. Any variance from the original plan shall be explained. The end of season/semester/year reports shall be on file in the Principal's Office. Payment shall not be made until authorized by the Principal.

Interscholastic Athletics
Procedures/Guidelines
(April 2006)

1. Letters of intent will be sent to the current coach of each activity no later than May 1 each year.
2. All positions will be posted annually no later than May 15 each year.
3. Anyone interested in applying for a coaching/intramural position must apply to the Athletic Director no later than June 1.
4. At their first meeting in June, the Board of Education will approve the appointments. However, the Board may delay action if they need additional information or feel they need additional time for any reason.
5. After approval by the Board of Education, the Superintendent of Schools will notify in writing the coach of their appointment and the salary to be paid.
6. Anyone who begins the activity prior to Board approval does so at their own risk. There is no authorization until there is Board action.
7. Seasonal coaches may select to be paid in two payments – mid-season and at the end of the season, or in a lump sum at the conclusion of the activity/season. Prior to final payment, the coach must submit to the Athletic Director an end of the season/year report. The end of season report shall be kept on file in the Office of the Athletic Director. Payment shall not be made until authorized by the Athletic Director.
8. All positions filled after the June appointments will be posted for a minimum of two days. The STA President will be notified.

