Timesheet Entry for Long Term Sub Duty

On Tuesday November 10, 2020, the Board of Education and NEA-KCK agreed on a memorandum of understanding regarding additional planning time pay for teachers covering extra classes due to long term vacancies. Below you will find guidance on how teachers should fill out timesheets to claim this extra duty pay. As always, please reach out to the Payroll Department with any questions.

Steps for Timesheet Entry:

1. From the employee portal main menu, select "Timesheet/Leave Entry."

| Employee Portal | | EMPLOYEE PORTAL | | | | | | | |
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| Teacher Contract Paycheck (pre-Nov. 2016) W2 (pre-2016) Timeshee?/Leave Entry Destrict Homepage Aesop Staff Communications Staff Intranet Change Password Lengut | Welcome to the Employee Portal application. This application will allow you to view personal information as well as submit timesheets or fill in the sub-finder information. Security is of the utmost importance. Please make sure you don't leave this application unattended as it might give others an opportunity to view your personal information. If the session is "fille" for 5 minutes the system will log you out. Please view the Personal Information tab for accuracy. If the information is not correct please fill out the address change form and submit it to the Human Resources department. | | | | | | | | |
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2. Select "Enter Timesheet."



3. Verify building number is correct and select the Form 3 Planning Time Sub timesheet. If the class was covered for a different building, enter the correct location number and select the "different building" check box.

| Time Sheets | | | Meni Back Go! Omit Logo |
|---------------------------------------|-----------------------|----|--------------------------------|
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| | | Go | ELEMENTARY AFTER SCHOOL CLINIC |
| | | Go | ELEMENTARY JUMPSTART |
| Email BRADLEY.ISNARD@KCKPS.ORG | _ | Go | ELEMENTARY SUMMER READING |
| , | | Go | EXTRA DUTY FORM \$\$\$ |
| | | Go | EXTRA DUTY FORM BY DAY |
| | | Go | FAMILY ADVOCACY |
| | | Go | FAMILY ADVOCACY TRANSLATING |
| | | Go | FORM 1 EXTRA DUTY - ACTIVITY |
| | | Go | FORM 1 EXTRA DUTY - CLASSIFIED |
| | | Go | FORM 2 EXTRA DUTY - OTHER |
| | | Go | FORM 3 PLANNING TIME SUB. |
| | - | Go | HOLIDAY & SUNDAY PAY |
| | | Go | HOMEBOUND |
| | | Go | I-CARE - ENGLISH |
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4. Enter hours of classroom supervision and additional planning time. Include a detailed description of the class covered and number of additional students. Do not include hours that the teacher was not responsible for supervision (PD, early dismissal, grade prep, etc). This work is compensated with additional weekly planning time pay.

Elementary Example

In this example, we have an elementary teacher who is covering an extra class long term. They should be entering hours for the whole instructional day, plus an entry for additional planning time <u>once per week</u>. For consistency, please enter planning time on Fridays.

If two teachers are splitting a class, they would select the <65% button for each teaching day, which will change the pay rate to half their normal hourly rate. <u>Always select the >65% button for planning time entries</u> as class size is already factored into the number of hours claimed.

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Secondary Example

In our next example, we have a High School teacher covering two extra sections on an every-other-day schedule. They should submit the daily time they are teaching the section (90 min blocks as an example), then enter a line for planning time each Friday considering the total number of additional students supported that week.

| | FORM 3 PLANNING TIME SUB. 17461 BRADLEY ISNARD | | | | | | | | | | | | | HIGH S | CHOOL |
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5. Verify additional weekly planning time submitted complies with the MOU.

Classes or Portions of Classes Hours per week of additional paid planning time (# of students) 10-19 0.5

| 10-19 | 0.5 |
|-------|-----|
| 20-29 | 1.0 |
| 30-39 | 1.5 |
| 40-49 | 2.0 |
| 50-59 | 2.5 |
| 60 | 3.0 |

6. Review, then save the timesheet.

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7. Submit timesheet for approval by clicking "turn in."

| Perio | d Ending | 0/31/ | TIME SUB. 2020 T [991-***GI] | 17461 | BRAD | LEY ISNA Turn In | RD Save | | | Emai | | NNEK Hours | ER EL | EMENTAR | Y SCHOOL |
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MEMORANDUM OF UNDERSTANDING between the Board of Education of Unified School District 500, Kansas City, Kansas, Wyandotte County and The National Education Association – Kansas City, Kansas, Inc.

Classroom Coverage

This Memorandum of Understanding (hereinafter "MOU") modifies certain provisions of the Negotiated Agreement governing the 2020-2021 school year and is made by mutual consent of the Board and Association under the requirements of and directives of the Professional Negotiations Act (K.S.A. 72-2218 *et seq.*).

This MOU shall retroactively take effect as of September 1, 2020 and shall only be in effect during the time period that students are receiving educational services through remote learning and will cease on the date that students return to the school buildings for in person educational services, but in no event shall continue beyond June 30, 2021 unless extended in writing by the parties.

The purpose of this MOU is to address issues of classroom coverage during the period that students remain in a virtual learning environment due to the COVID-19 pandemic. The parties hereby agree to the following temporary modifications and additions to the terms of the Negotiated Agreement affecting issues of virtual classroom coverage to include increased workload, and compensation for increased workload.

Due to the unique circumstances afforded by the virtual learning environment, teachers may be assigned to cover additional classes (or portions of classes) above the regular workload where there is a staffing issue.

Voluntary

Teachers selected to provide coverage for extra classrooms will be on a voluntary basis. No teacher will be assigned additional classes (or portions of classes) without first volunteering. Administrators will not assign a teacher additional sections or classes without their consent. Teachers will not be required to teach a subject they are not currently teaching to avoid adding any additional preparation.

Class Size

Teachers volunteering to teach additional classes (or portions of classes will be held to a thirty (30) student limit per additional class (or portion of class). This number may include students enrolled at a building different from the teacher's home school. As the class size increases the level of support in the building shall also increase.

Support

When teachers are assigned an extra class (or portion of a class) due to staffing issues, the building leadership team will have a plan of action to assist/support these teachers. Assistance/support will include, but not be limited to: assistance with family/student contacts, assistance in classroom for facilitations of lesson and support with classroom management, grades/progress reports/documentation of learning, monitoring, supporting students' learning and behavior and other supports identified by the teacher or administration.

Compensation

Teachers who volunteer and are selected to cover an additional class (or portion of a class) receive additional compensation at the rate provided for in Article IV(B)(2)(d) & Article XI(A)(14) (hourly at the individual teacher's daily salary rate) for the period of student instruction (both synchronous and asynchronous). In addition, teachers will be compensated for additional planning time, based on the following scale (hourly at the individual teacher's daily salary rate):

Classes or Portions of Classes Hours per week of additional paid planning time (# of students)

| 10-19 | 0.5 |
|-------|-----|
| 20-29 | 1.0 |
| 30-39 | 1.5 |
| 40-49 | 2.0 |
| 50-59 | 2.5 |
| 60 | 3.0 |

Duration of Agreement

Teachers taking on additional classes will cease on the date students return to the school buildings for in person educational services.