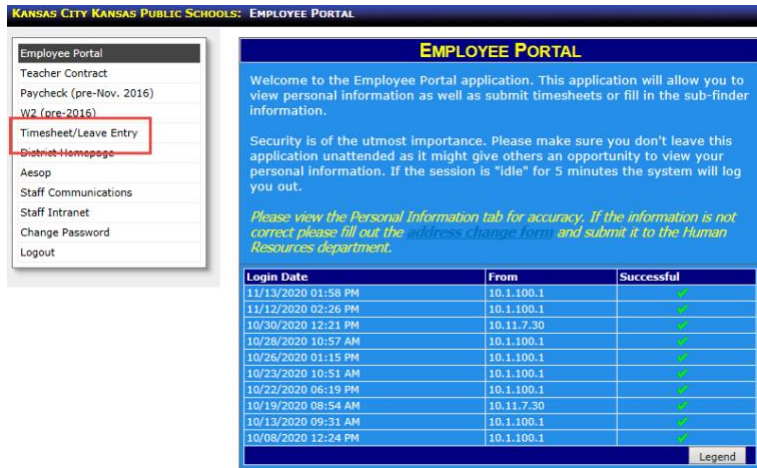


Timesheet Entry for Long Term Sub Duty

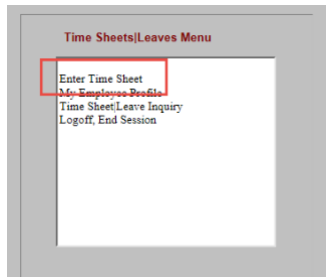
On Tuesday November 10, 2020, the Board of Education and NEA-KCK agreed on a memorandum of understanding regarding additional planning time pay for teachers covering extra classes due to long term vacancies. Below you will find guidance on how teachers should fill out timesheets to claim this extra duty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

Steps for Timesheet Entry:

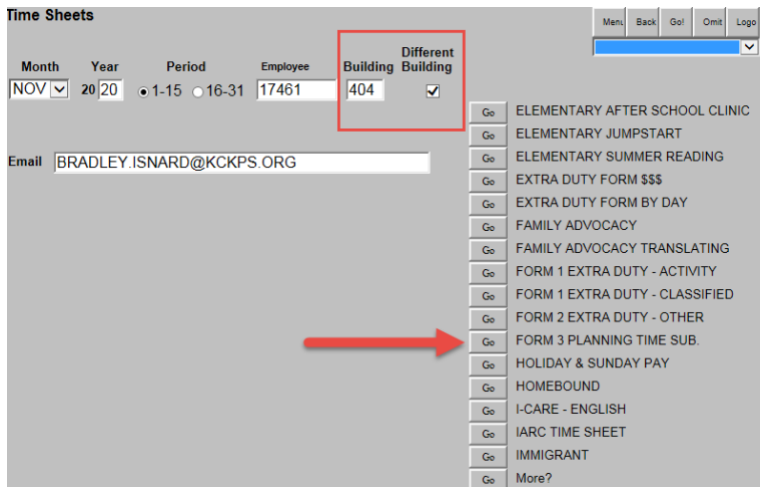
1. From the employee portal main menu, select “Timesheet/Leave Entry.”



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.



- 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 once per week. 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. Always select the >65% button for planning time entries as class size is already factored into the number of hours claimed.

FORM 3 PLANNING TIME SUB. 17461 BRADLEY ISNARD BANNEKER ELEMENTARY SCHOOL
 -Being Authorized by 404- 87 Hours
 SUB DUTY BUDGET [991-***GI] Save Email

DAY	DATE	ACTIVITY	Hours	>65%	<65%	Ovr
Fri	10/16/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Fri	10/16/20	WEEKLY PLANNING TIME	1.50	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Mon	10/19/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Tue	10/20/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Wed	10/21/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Thu	10/22/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Fri	10/23/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Fri	10/23/20	WEEKLY PLANNING TIME	1.50	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Mon	10/26/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Tue	10/27/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Wed	10/28/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Thu	10/29/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Fri	10/30/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Fri	10/30/20	WEEKLY PLANNING TIME	1.50	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
			0	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Time Sheet has been turned into UNGER, KARL
 Time Sheet has been turned into ISNARD, BRADLEY

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 WASHINGTON HIGH SCHOOL
 -Being Authorized by 988- 22.50 Hours
 SUB DUTY BUDGET [991-***GI] Save Email

DAY	DATE	ACTIVITY	Hours	>65%	<65%	Ovr
Thu	10/01/20	EXTRA PHYSICS SECTION B 30 STU	1.50	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Fri	10/02/20	EXTRA PHYSICS SECTION A 30 STU	1.50	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Fri	10/02/20	WEEKLY PLANNING TIME 60 STUDENT	3.00	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Mon	10/05/20	EXTRA PHYSICS SECTION A 30 STU	1.50	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Tue	10/06/20	EXTRA PHYSICS SECTION B 30 STU	1.50	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Wed	10/07/20	EXTRA PHYSICS SECTION A 30 STU	1.50	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Thu	10/08/20	EXTRA PHYSICS SECTION B 30 STU	1.50	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Fri	10/09/20	EXTRA PHYSICS SECTION A 60 STU	1.50	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Fri	10/09/20	WEEKLY PLANNING TIME 30 STUDENT	3.00	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Mon	10/12/20	EXTRA PHYSICS SECTION A 30 STU	1.50	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Tue	10/13/20	EXTRA PHYSICS SECTION B 30 STU	1.50	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Wed	10/14/20	EXTRA PHYSICS SECTION B 30 STU	1.50	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Thu	10/15/20	EXTRA PHYSICS SECTION B 30 STU	1.50	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
			0	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
			0	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Time Sheet has been turned into TAYLOR, CEDRIC

5. Verify additional weekly planning time submitted complies with the MOU.

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

FORM 3 PLANNING TIME SUB. 17461 BRADLEY ISNARD BANNEKER ELEMENTARY SCHOOL
 -Being Authorized by 404-
 SUB DUTY BUDGET [991-***GI] Save Email 87 Hours

DAY	DATE	ACTIVITY	Hours	>65%	<65%	Ovr	
Fri	10/16/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Omit
Fri	10/16/20	WEEKLY PLANNING TIME	1.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Menu
Mon	10/19/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Back
Tue	10/20/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Delete
Wed	10/21/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Reg Hrs
Thu	10/22/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
Fri	10/23/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	OT
Fri	10/23/20	WEEKLY PLANNING TIME	1.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
Mon	10/26/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Lines
Tue	10/27/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	15
Wed	10/28/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	20
Thu	10/29/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	25
Fri	10/30/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	30
Fri	10/30/20	WEEKLY PLANNING TIME	1.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	35
			0	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	GO

Logoff

7. Submit timesheet for approval by clicking “turn in.”

FORM 3 PLANNING TIME SUB. 17461 BRADLEY ISNARD BANNEKER ELEMENTARY SCHOOL
 Period Ending 10/31/2020
 SUB DUTY BUDGET [991-***GI] Turn In Save Email 87 Hours

DAY	DATE	ACTIVITY	Hours	>65%	<65%	Ovr	
Fri	10/16/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Omit
Fri	10/16/20	WEEKLY PLANNING TIME	1.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Menu
Mon	10/19/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Back
Tue	10/20/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Delete
Wed	10/21/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Reg Hrs
Thu	10/22/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
Fri	10/23/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	OT
Fri	10/23/20	WEEKLY PLANNING TIME	1.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
Mon	10/26/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Lines
Tue	10/27/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	15
Wed	10/28/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	20
Thu	10/29/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	25
Fri	10/30/20	COVERED MS. JONES' CLASS 30 STU	7.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	30
Fri	10/30/20	WEEKLY PLANNING TIME	1.50	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	35
			0	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	GO

Logoff

CHANGED DURING AUTH. PROCESS

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 (# of students)	Hours per week of additional paid planning time
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.

Dominick DeRosa, President NEA-KCK

Randy Lopez, President KCKPS BOE