



ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Memo

To: Principals, Coordinators, Business Managers, Program Managers, and Financial Secretaries

Date: May 31, 2017

From: Monique H. Jackson, NBCT
Deputy Superintendent
Student & School Support

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Copies to: Employee Relations

To: Stipend Rates for Permanent Employees
for Work Beyond the Normal Workday/Work Year
(Unit I & Unit IV)

This communication **supersedes and replaces all prior communications for additional pay** paid to permanent employees, regardless of the source of funding, for summer and school year activities.

Unit I Employees: Compensation is addressed in Article 3 of the Negotiated Agreement between the Teachers Association of Anne Arundel County and the Board of Education of Anne Arundel County.

Extra-Instructional Programs (Article 3, Item J)

Unit I members in extra-instructional programs for which compensation is paid during the regular school year shall be paid **\$25.00 per hour**. (This excludes extra-curricular activities enumerated in Article 3, Item I.)

Compensation for Summer Hearings/Court Cases (Article 3, Item T)

10-month Unit I members who are required at the request of the school system to serve as witnesses at school-related Special Education hearings or school-related court cases between the end of one 10-month work year and the beginning of another, will be paid an hourly rate computed from the Unit I member's actual per diem rate in effect at the time of the hearing or court case with a minimum of three (3) hours applied.

Professional Development Summer Pay (Article 3, Item U)

10-month Unit I members will be paid **\$25 per hour for attending** system approved non-credit professional development activities outside the regular workday/work year.

10-month Unit I members will be paid **\$200 per day¹ for instructing professional development activities** during the summer. Activities that are less than the established day will be paid at the hourly rate of \$26.67.

10-month Unit I members will be paid **\$200 per day¹ for curriculum writing**. Activities that are less than the established day will be paid at the hourly rate of \$26.67.

Centers of Applied Technology – Extended Day Program Pay

The per diem rate is paid, prorated for the ACTUAL HOURS WORKED in the Extended Day program, based upon previously submitted program roster. Please note, additional pay will only be paid for **actual duty hours worked on site**. This excludes days when schools are closed (such as holidays or inclement weather) or dismissed early for staff professional development or inclement weather.

¹ The workday is 7.5 hours, exclusive of time for lunch.

Unit IV Employees: Compensation must be in accordance with the employee's hourly rate in accordance with the Negotiated Agreement between the Secretaries and Assistant's Association of Anne Arundel County and the Board of Education of Anne Arundel County. (See Article 4)

Substitute Teacher Pay (Article 4.9)

"...In the event a teacher assistant or technology support technician provides substitute teaching services for a classroom teacher at the request of the building administrator or his/her designee in excess of one (1) hour, the teacher assistant or technology support technician shall receive compensation, in addition to his/her teacher assistant or technology support technician pay, the rate of \$35 for a half-day or \$65 for a whole day as substitute teacher during the period the teacher assistant or technology support technician performs this additional service."

Work Beyond Regularly Scheduled Hours and Work Over 40 hours and Compensatory Time (Article 4.10)

All hours worked in excess of the employee's regularly scheduled workweek must be approved in advance by the employee's supervisor. Please adhere to the procedures outlined in the publication, COMP Time – A Guide for Timekeepers².

When required to work in excess of their regularly assigned hours during a workweek, the employee shall be compensated with compensatory time or overtime pay.

Compensatory time earned for work up to 40 hours in any workweek shall be earned at a rate of one (1) hour for each hour worked or portion thereof. Time accrued shall be referred to as Compensatory Time.

Compensatory time earned for work in excess of 40 hours in any week shall be earned at a rate of one and one-half (1.5) hours for each hour worked or portion thereof or one and one-half (1.5) times the employee's hourly rate of pay. Time accrued shall be referred to as Compensatory Time.

PLEASE NOTE – Payroll Submission for Work Beyond the Normal Workday/ Work year:

All additional work within the pay period must be submitted in accordance with the regular payroll submission procedures.

Compensatory time not used by Unit IV employees after 90 days should be submitted for payment, per the publication, COMP Time – A Guide for Timekeepers. Work hours will be paid in accordance with the pay rates as applicable.

MHJ/JSC/sp

² Available on the Employee Intranet: <https://intranet.aacps.org/Dept/HR/Pages/DefaultHome.aspx>