

## 2011-12 EDA Procedures: Teachers

**Introduction.** Below is information regarding teachers who sponsor EDAs.

- 1) EDAs are over and above a teacher's normal teaching duties and responsibilities as outlined in the TABCO Master Agreement (i.e., **Article X – Teaching Conditions. Note 10.7.4:** “...sponsoring and/or supervising student interest groups for approximately one (1) hour once a week...” is part of a teacher's responsibilities and does not require compensation). Sponsoring an EDA is over and beyond this requirement.
- 2) Teachers are not to be given a reduced teaching load in order to sponsor an EDA.
- 3) There is no tenure associated with any EDA. The EDA assignment expires at the end of the school year.
- 4) EDA compensation may be split between two teachers with the principal's approval. If two teachers agree to split an EDA sponsorship (i.e., split the amount of time spent sponsoring the EDA), then each will receive half of the total compensation for that EDA.
- 5) A teacher may receive reduced compensation or may forfeit the compensation entirely if he/she does not fulfill the job duties of the EDA.
- 6) Non-sports EDA compensation will be issued at the end of the school year as a single lump sum payment.

**Negotiated EDA.** The list of the negotiated EDAs that are included in the TABCO Master Agreement is enclosed. The instructions below apply to **TEACHERS** who are represented by TABCO (whether they pay dues to the association or not).

- 1) The principal should obtain a signed “Extra Duty Activity Agreement - TEACHERS” from each **teacher** who is sponsoring a negotiated EDA.
- 2) Complete the “Negotiated All Year Extra Duty Activities” spreadsheet that will be emailed to you from your assistant superintendent's office. Enter the names and social security numbers of **teachers** who are sponsoring non-sports EDAs. If two **teachers** are sponsoring the same EDA, then they should each receive half of the negotiated stipend for that activity.
- 3) Email the completed spreadsheet to your area office by the due date appearing on the spreadsheet. Non-sports EDAs will be paid in June 2011.

**Non-negotiated EDA.** Principals may request approval for a **teacher** to sponsor a non-negotiated EDA; that is, an EDA that does not appear in the TABCO Master Agreement as a negotiated EDA. Teachers who are approved to sponsor a non-negotiated EDA **MUST** be compensated at one of the rates appearing in Appendix D of the TABCO Master Agreement. The rates for 2010 – 11 are:

Level/Tier I	\$936
Level/Tier II	\$1,872
Level/Tier III	\$2,270
Level/Tier IV	\$2,805

It is the principal's responsibility to determine the appropriate level of compensation based upon the duties and responsibilities associated with the non-negotiated EDA, the scope and complexity of the activity, its relationship to the school's instructional program and student achievement, the number of students who are likely to participate in the activity, and the number of student contact hours involved in sponsoring the EDA. The non-negotiated EDA should be comparable in scope and complexity to that of a negotiated EDA in the same level or tier. **Principals should NOT approve, or request payment for, any Level I non-negotiated EDA that will involve less than 36 hours of student contact time during the school year.** Because of system-wide budget constraints, principals will be responsible for paying teachers who are approved to sponsor a non-negotiated EDA from their school budgets. Non-negotiated EDA payments will be charged to the school's budget.

Below are the procedures for offering a teacher-sponsored non-negotiated EDA.

- 1) Complete a "**NON-NEGOTIATED** Extra Duty Activity (EDA) Job Description" form and send it to the appropriate assistant superintendent **PRIOR** to creating or establishing any verbal or written EDA agreement with the teacher. Send it to your assistant superintendent's office no later than September 10, 2010. The assistant superintendent's approval will be based upon the EDA job description, its relevance to the school's program, and its similarity in scope and responsibility to comparable negotiated EDAs. The cost of sponsoring a non-negotiated EDA will be charged to the school's budget.
- 2) After approval by the assistant superintendent, the principal should obtain a signed "Extra Duty Activity Agreement - TEACHERS" form from each **teacher** who is approved to sponsor a non-negotiated EDA.
- 3) Include the names and social security numbers of **teachers** who are sponsoring non-negotiated EDAs on the attached spreadsheet, using the code of "other/with area office ok." If two teachers are sponsoring the same non-negotiated EDA – if they are splitting the amount of time and the work – then they should each receive half of the stipend for that activity.

- 4) Email the completed spreadsheet to your assistant superintendent's office by the due date appearing on the spreadsheet. Non-sports non-negotiated EDAs will be paid in June 2012.