

2009-10 EDA Procedures: Teachers

Introduction. Below are general guidelines 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). **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 and EDA sponsorship, 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 area 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 2010.

Non-negotiated EDA. Schools will receive a budget for a small number of specific non-negotiated EDAs. 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. Below are the procedures.

- 1) Complete a “**NON-NEGOTIATED** Extra Duty Activity (EDA) Job Description” form and send it to the area assistant superintendent **PRIOR** to creating or establishing any verbal or written EDA agreement with the teacher. Send it to your area office no later than September 11, 2009. Be sure to request an appropriate compensation based upon the anticipated number of EDA hours worked and the scope, complexity, and responsibility of the EDA. The area assistant superintendents’ approval will be based upon the EDA job description, its relevance to the school’s program, the budget allocated for non-negotiated EDAs, and the recommended compensation.
- 2) After approval by the area 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, then they should each receive half of the stipend for that activity.
- 4) Email the completed spreadsheet to your area office by the due date appearing on the spreadsheet. Non-sports EDAs will be paid in June 2010.