

**2009-10 Non-sports Extra Duty Activities (EDAs)
Procedures and Guidelines at a Glance**

| | Teacher Sponsor | Hourly Employee Sponsor |
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| Negotiated EDA | <ul style="list-style-type: none"> • Post list of EDAs offered in your school • Interview potential teacher sponsors • Select teacher sponsor(s) • Review duties, responsibilities, sponsor and student expectations • Obtain signed “EDA Agreement – Teacher” form • Obtain and complete “EDA Compensation” spreadsheet. Email to area office • Review and update spreadsheet as required by area office | <ul style="list-style-type: none"> • Post list of EDAs for whom there is no teacher sponsor • Interview potential hourly employee sponsors • Select hourly sponsor(s) • Review duties, responsibilities, sponsor and student expectations • Obtain signed “EDA Agreement – Hourly Employee” from sponsor • Send “EDA Agreement - Hourly Employee” to area assistant Superintendent for approval • Report EDA hours worked each pay period using special EDA time sheets • Monitor hours worked to ensure that sponsor’s pay does not exceed that for the category of EDA |
| Non-negotiated EDA | <ul style="list-style-type: none"> • Determine non-negotiated EDA offerings within budget allocation • Complete “Non-negotiated EDA Job Description” form and send to area office for approval • Post non-negotiated EDA • Interview potential teacher sponsors • Review duties, responsibilities, sponsor and student expectations • Obtain signed “EDA Agreement – Teacher” form • Obtain and complete “EDA Compensation” spreadsheet. Email to area office. Non-negotiated EDAs are referred to as “other” on the spreadsheet • Review and update spreadsheet as required by area office • Non-negotiated EDAs will be charged to budget provided for this purpose • Monitor EDA budget for non-negotiated EDAs | <ul style="list-style-type: none"> • Determine non-negotiated EDA offerings within budget allocation • Complete “Non-negotiated EDA Job Description” form and send to area office for approval • Post non-negotiated EDA • Interview potential hourly sponsors • Review duties, responsibilities, sponsor and student expectations • Obtain signed “EDA Agreement – Hourly Employee” form from sponsor • Send “EDA Agreement – Hourly Employee” to area assistant superintendent for approval • Report EDA hours worked each pay period using special EDA time sheets • Monitor hours worked to ensure that hourly sponsor’s pay does not exceed that for the category of EDA • Monitor EDA budget for non-negotiated EDAs |

EDA Yearly Calendar at a Glance

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| August/September | Select EDAs from list of negotiated activities If necessary to support school’s program and support student achievement, principals may request approval from area office to offer non-negotiated EDA Post list of EDA vacancies Select EDA sponsors |
| September | Complete EDA Compensation Form and return to area office Begin EDAs |
| October – June | Monitor EDAs (e.g., activities meet as proposed) Biweekly, send completed EDA Time Sheets to the Office of Payroll to pay hourly employees who sponsor EDAs Monitor budget for non-negotiated EDAs |