

2011 – 2012 Non-sports Extra Duty Activities (EDAs) Procedures and Guidelines at a Glance

	Teacher Sponsor	Hourly Employee Sponsor
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 your assistant superintendent • Review and update spreadsheet as required by your assistant superintendent 	<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 your 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 need for non-negotiated EDA • Complete “Non-negotiated EDA Job Description” form and send to your assistant superintendent 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 assistant superintendent. Non-negotiated EDAs are referred to as “other” on the spreadsheet • Review and update spreadsheet as required by assistant superintendent • Non-negotiated EDAs will be charged school’s budget • Monitor EDA budget for non-negotiated EDAs 	<ul style="list-style-type: none"> • Determine need for non-negotiated EDA • Complete “Non-negotiated EDA Job Description” form and send to your assistant superintendent 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 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

August/September	<ul style="list-style-type: none"> *Select EDAs from list of negotiated activities, Appendix D, TABCO Master Agreement *If necessary to support school’s program and support student achievement, principals may request approval from assistant superintendent to offer non-negotiated EDA *Post list of EDA vacancies *Select EDA sponsors
September	<ul style="list-style-type: none"> *Complete EDA Compensation Form and return to assistant superintendent *Begin EDAs
October – June	<ul style="list-style-type: none"> *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