

2010-11 EDA Procedures: Hourly Employees

Introduction. Under unusual circumstances, and with the approval of the appropriate assistant superintendent, an hourly employee (i.e., typically an employee represented by ESPBC or AFSCME) may sponsor an EDA appearing in the TABCO Master Agreement (see the enclosed list) or a non-negotiated EDA (i.e., an EDA that does not appear in the TABCO Master Agreement). Below are the EDA procedures for hourly employees.

Negotiated EDA. The principal should contact his/her assistant superintendent and request permission to have an hourly employee sponsor an EDA appearing in the TABCO Master Agreement. If approved, the principal should obtain a signed “Extra Duty Assignment Agreement – HOURLY EMPLOYEE” from each hourly employee who is approved by the assistant superintendent to sponsor an EDA. ~~Because of budget constraints, principals will be responsible for paying from their budgets an hourly employee who is approved to sponsor a negotiated EDA.~~ If an hourly employee is approved to sponsor a negotiated EDA, then the cost will be charged to the central office budget for negotiated EDAs.

- 1) The principal/school payroll timekeeper should report the EDA hours worked **EACH PAY PERIOD.** Special “EDA Time Sheets for Hourly Employees” are available from the Office of Payroll. These time sheets are to be used to report the EDA hours worked by hourly employees. The rate is \$13.00/hour. If the employee works more than 40 hours in a work-week (i.e., as a result of working the regular full-time position AND sponsoring the EDA), then he/she is entitled to overtime at time-and-one-half the EDA rate of pay ($\$13.00 \times 1.5 = \19.50).
- 2) Principals should provide a LDPR on the time sheet so that the correct school budget is charged with the payment.
- 3) Principals are responsible for the careful monitoring of the EDA hours worked by hourly employees to ensure that they do not earn more than a teacher who is sponsoring the same activity.

Non-negotiated EDA. Under unusual circumstances, and with the approval of the appropriate assistant superintendent, an hourly employee (i.e., typically an employee represented by ESPBC or AFSCME) may sponsor an EDA that does not appear on the list of EDAs appearing in the TABCO Master Agreement. Because of budget constraints, principals will be responsible for paying from their budgets an hourly employee who is approved to sponsor a non-negotiated EDA. Below are the procedures that are to be followed when an hourly employee sponsors an approved non-negotiated EDA.

- 1) The principal should complete a “**NON-NEGOTIATED** Extra Duty Activity (EDA) Job Description” form (available from the assistant superintendent and Office of Payroll) and send it to the assistant superintendent **PRIOR** to creating or establishing any verbal or written EDA agreement with the hourly employee. The assistant superintendent will notify the principal of his/her decision. If the hourly employee is approved to sponsor an EDA that does not appear on the list of EDAs in the TABCO Master Agreement, then follow the procedures described above (i.e., complete special EDA time sheets each pay period and send the completed sheets to the Office of

Payroll). Do **NOT** “hold” the time sheets; the employee must be paid as the work is done.

- 2) Principals should provide a LDPR on the time sheet so that the correct school budget is charged for the payment.
- 3) Principals are responsible for the careful monitoring of the EDA hours worked by hourly employees to ensure that they do not earn more than a teacher who is sponsoring a similar activity.