

## 2009-10 EDA Procedures: Hourly Employees

**Introduction.** Under unusual circumstances, and with the approval of the area assistant superintendent, an hourly employee (i.e., typically an employee represented by BACE 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 area 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 area assistant superintendent to sponsor an EDA.

- 1) The principal/school payroll timekeeper should report the EDA hours worked **EACH PAY PERIOD.** Special "EDA Time Sheets for Hourly Employees" are available on the Office of Payroll's website and are available from the area Office of Payroll clerk. 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 ( $\$13.00 \times 1.5 = \$19.50$ ). *Please note: the hourly rate of pay will increase by 2% to \$13.26 in January 2010.*
- 2) Principals are responsible for the careful monitoring of the EDA hours worked by hourly employees. There are 4 levels of EDA payments. Based upon the 2009-10 payment levels, use the following guidelines to monitor the number of EDA hours worked.
  - a) Category I, \$936. The hourly employee should work **no more than 70 EDA hours** during the school year (i.e.,  $\$13.00 \times 70 = \$920$ ).
  - b) Category II, \$1,872. The hourly employee should work **no more than 140 EDA hours** during the school year (i.e.,  $\$13.00 \times 140 = \$1,820$ ).
  - c) Category III, \$2,270. The hourly employee should work **no more than 170 EDA hours** during the school year (i.e.,  $\$13.00 \times 170 = \$2,210$ ).
  - d) Category IV, \$2,805. The hourly employee should work **no more than 210 EDA hours** during the school year (i.e.,  $\$13.00 \times 210 = \$2,730$ ).

**Non-negotiated EDA.** Schools will receive a budget for a small number of specific non-negotiated EDAs. Under unusual circumstances, and with the approval of the area assistant superintendent, an hourly employee (i.e., typically an employee represented by BACE or AFSCME) may sponsor an EDA that does not appear on the list of EDAs appearing in the TABCO Master Agreement. Compensation to an hourly employee who sponsors a non-negotiated EDA is a part of the budget allocated to schools for non-negotiated EDAs. Below are the procedures 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 Office of Payroll’s website and from the area office) and send it to the area assistant superintendent **PRIOR** to creating or establishing any verbal or written EDA agreement with the hourly employee. Compensation for the non-negotiated EDA should be based upon the anticipated number of EDA hours that will be worked in the school year (see above). The area office will notify the principal of its 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 completed.
- 2) Maintain a spreadsheet of the hours worked and the money paid to the hourly employee. The compensation paid should be based upon one of the categories above.
- 3) The principal must monitor the budget for non-negotiated EDAs to ensure that the budget is not overspent.