

The Hybrid MOU ratified in January includes twenty-eight hours of extra duty compensation for all MEA bargaining unit members.

For your reference, the language developed for this extra duty compensation is noted here:

***15.2 All unit members are entitled to 4 (four) days or 28 (twenty-eight) hours of extra-duty compensation aligned with Article 6.4.1. Days/hours shall include any time worked outside of regular contract hours, retroactive to July 1, 2020 and available for the remainder of the 2020-2021 school year, to plan and prepare for rigorous and robust instruction, to support student and faculty needs, and to mitigate learning loss. These extra duty hours are in addition to the 14 hours of extra duty time that was previously offered for mitigating learning loss. The District and the Association will cooperatively develop a user-friendly electronic timecard. Bargaining unit members will be entitled to the extra-duty hours regardless of whether or not the Hybrid Learning Model is implemented***

MEA, Payroll, and HR staff developed an electronic *Mitigating Learning Loss* Extra Duty Timecard. The timecard is attached to this letter. The timecard has the funding codes already pre-populated for Nurses, Teachers, SLPs, Psychologists, and Child Development Teachers. The time card has a pre-coded dropdown list of qualified activities you can claim on the timecard.

To qualify for the twenty-eight hours of extra duty pay, educators must document/log time worked **outside regular contract hours**. This can include time worked on holidays, evenings, and weekends. Everyday/hour worked must be date specific.

Although our MOU states that this time can be retro to July 1, 2020, we have just learned that to ensure your time qualifies for serviceable STRS credit and does not incur fines to the district, we strongly encourage you to log time between January 11, 2021, through June 10, 2021. We have also learned that the time worked needs to be submitted during the payroll period worked. For example, any work completed between January 11-February 10 should be listed on the timecard and submitted no later than February 10. See the FAQ section for more examples of payroll timelines and timecard submission windows.

For each timecard submitted, bargaining unit members shall electronically sign the timecard and email the signed timecard to the school secretary. The secretary will provide a copy to the principal for review and signature. The secretary will then send it to the payroll department.

Attached to this letter is the electronic timecard for each bargaining unit member to use. You may use it multiple times to track and log your 28 hours.

#### **FAQ's:**

1. Can I submit more than one timecard? *Yes, each bargaining unit member may submit more than one timecard. If submitting more than one timecard, the total combined hours must not exceed 28. Example of what multiple timecard submission:*
  - a. *On January 31 I worked 1 hour, on February 5 I worked 2 hours, on February 6<sup>th</sup> I worked 6 hours, and on February 8<sup>th</sup> and worked 2 hours. That is all the time*

*I am claiming during this payroll period. The total hours for this payroll period is 11 hours and my signed timecard was submitted on February 9<sup>th</sup> to the secretary.*

- b. *On February 21<sup>st</sup> I worked 6 hours, on February 25<sup>th</sup> I worked 2 hours, on March 3<sup>rd</sup> I worked 2 hours, and on March 6 I worked 5 hours. That is all the time I am claiming during this payroll period. The total hours for this payroll period is 15 hours and my signed timecard was submitted on March 8<sup>th</sup> to the secretary.*
  - c. *On March 29<sup>th</sup> I worked 2 hours. That is all the time I am claiming during this payroll period. The total hours for this payroll period is 2 hours and my signed timecard was submitted on March 8<sup>th</sup> to the secretary.*
  - d. *The total combined hours for the 3 timecards submitted between February 10 and March 10 equals 28 hours.*
2. *How will I access the timecard? The timecard is attached to this letter for you to access.*
  3. *Can I submit less than 28 hours? Yes, but keep in mind that timecards will not be accepted after June 10, 2021.*
  4. *Can I log any of the 14 hours I was compensated for last semester? No, the 28 hours are in addition to the 14 hours from last semester.*
  5. *Can I claim the Leading-Edge Certification Training I attended? It is advised to log hours that occur between January 10, 2021 and June 10, 2021 as mentioned above. If you want to log Leading Edge that you participated in prior to January 10, 2021, please check with your payroll technician regarding any negative impact to STRS serviceable credit.*
  6. *What paycheck will this extra duty compensation appear on? If your timecard is submitted to your payroll technician before the 10<sup>th</sup> of the month (February through June 2021), you will see the extra duty compensation on that month's check. For example, if payroll receives your timecard on March 10, 2021, you will see the extra pay on the March 30 paycheck.*
  7. *Can I document my time as a "half day" or full day" instead of in "hours.?" No, all time must be logged in "hours." The timecard will automatically total the hours for you based on the number you insert into the timecard.*
  8. *Do I have to put my employee identification number on the timecard? No.*
  9. *If I am not a Nurse, can I document time under the two listed activities that state, "Nurses Only?" No, these two activities are for Nurses only.*
  10. *Can nurses use the hours worked description that does not say "nurses only?" Yes, if the hours worked fit into the category selected.*
  11. *Where do SLPs/Psychs/Nurses email their timecards? SLP timecards should be submitted to the secretary that normally processes your payroll/attendance.*
  12. *If my contract day ends at 2:30, but I continue working to prep for the next day until 4:30, can I count those hours? Yes, if the hours worked are outside of regular contract hours.*
  13. *I spend several hours each Sunday replying to parent emails and getting my Canvas ready for the week. Does that count? Yes, if the hours worked are outside of regular contract hours.*
  14. *My team regularly meets on Thursdays from 3:00-5:00 to plan for the next week. Can I count those hours? Yes, if the hours worked are outside of regular contract hours.*

15. If I attend professional development, like Equity training for social studies teachers that ends at 4:30 pm, does that count? *Yes, you may count the hours worked are outside of regular contract hours.*