

Junior High/Middle School PE Teachers Time Card: Compensation for the Assignment of Additional Students



School _____

Teacher _____

Month _____

Year _____

Funding: : 01-3212-0-1905-1000-1100-XXX-01

MOU for PE Teachers: Effective February 1, 2022 through June 30, 2023

PE teachers shall be compensated \$300 when assigned 1 or more additional students from the class of an absent classroom teacher(s) because of the unavailability of a substitute teacher for up to 3 days; PE teachers who are assigned 1 or more additional students for 4 days or more shall be compensated at an additional \$100 per day. For example, if in any given month a PE teacher is assigned extra students for 5 days, they shall be compensated for \$500 for that month. If the PE teachers are assigned extra students for only 2 days, they shall be compensated \$300.

PE Teacher Directions:

1. Complete one time card for each month additional students are assigned.
2. Submit your timecard to the School Secretary by the 25th of each month. (Additional days of each month & time cards submitted after the deadline will be entered the following month)

Secretary/Clerk Directions:

1. **Time Card Entry Screen:** Review dates listed to confirm students are assigned to PE class due to absent classroom teacher because of the unavailability of substitute.
 - Minimum number of units posted is 3.
 - 1-3 days: If a PE teacher has additional students 1-3 days enter **3 units** on the 25th of the month.
 - 4 or more days: If a PE teacher has additional students for 4 or more days, enter the **total number of days** as units on the 25th of the month.

PE Teacher Directions: Put an "X" on the dates you have one or more additional students. Prior to submitting to the front office, write in the total number of days. Top row, enter prior month dates for 26 to the end of the month, if applicable.

26	27	28	29	30	31				
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	Total number of days additional students assigned: _____				

Teacher Signature _____ Date _____ Principal Signature _____ Date _____

Print, Sign, Date and submit to the School Secretary by the 25th each month. Date must be on or after the last date students were assigned. Schools keep on file for 5 years at the school site. **Submit hard copies of time cards to the State & Federal Programs Department.**