



Roseburg Public Schools

Roseburg, Oregon

July 15, 2024

MEMO

To: All Administrators and Office Support Staff with Payroll Responsibilities

From: Michelle Knee, Assistant Superintendent
Cheryl Northam, Director of Finance and Operations

RE: Methods of Pay for In-services, School Improvement, etc. for Licensed Bargaining Unit

There are many routine staff development activities in which staff members take part without additional compensation per Article 11.C of the Licensed Collective Bargaining Agreement (CBA). **This memo outlines pay for administratively assigned duties completed beyond those described in Article 11.C of the CBA.** Exchange time (straight time) or flexible scheduling is an alternative that can be utilized if employee and administrator agree in advance.

All remuneration and expenses (registrations, travel, lodging, meals, etc.) will be determined on a case-by-case basis and will consider the funding source (budgets, grants) or project. Activities must be administratively assigned and need to be related to school/district improvement plans. Clarification of any remuneration arrangement(s) will be originated by the project, grant, or budget administrator prior to participation by any staff member. The chart below will serve as a guideline for the project administrator while providing clarification and reporting payroll transactions.

All Licensed Bargaining Unit Members

Situation	Payment Rate	Example(s)
Administratively assigned participation in activities that do not involve student instruction such as curriculum development, professional development, school improvement, etc. Employees must provide written approval or assignment by their administrator of the hours before they will be paid.	Substitute rate per hour as set by ODE for 24-25 school year: \$26.49/hour	Teacher assists for 3-hours during their summer break to help with registration: $\$26.49 \times 3 = \79.47 Teacher participates in a 2-hour after school session to learn about open-ended assessment: $\$26.49 \times 2 = \52.98 Teacher plans and presents Math in-service to staff on non-contract day. It was predetermined between the admin and teacher that 2 hours of prep time would be needed to plan for 4 hours of presentation: 2 hrs prep + 4 hrs presentation = 6 hours total x $\$26.49 = \158.94
Teaching beyond regular assignment outside contracted hours. Small group (1-5 students)	Supplemental Rate: \$30.22/hour	Home Instruction Driver's Education Behind the Wheel Driving Time
Teaching beyond regular assignment outside contracted hours. Larger group (6 or more students)	Supplemental Rate: \$42.31/hour	Saturday School Home Instruction Driver's Education Classroom Instruction
Teacher acting as Athletic Supervisor	\$32.00/hour	
Athletic Events and Dances	\$22.00/hour	Line Judges, Ticket Takers, Dance Chaperones, etc.

Salary Schedule ** **Small group:** BA, Step A (\$46,417) / 192 days / 8 hours per day to get hourly rate = \$30.22

** **Larger group:** Small group's hourly rate x 40% ($\$30.22 \times 1.4 = \42.31)

Elementary Bargaining Unit Members Only

Situation	Payment Rate	Example
Elementary teacher with classroom responsibilities administratively assigned to substitute for other regular teacher who is unable to take their daily 30-minutes of prep Condition: no licensed substitutes are available	Their hourly rate of pay for 30-minutes (or portion thereof if not covering for whole time)	A Specials class is cancelled for the day and a teacher must keep their students during what would have been their daily 30-minutes of prep This is only paid if a teacher is unable to take 30 minutes of prep at any point during student instructional portion of day
Elementary specialist subbing (TOSA, CDS, Learning Specialist, Music, PE) for regular classroom teacher. Condition: no licensed substitutes are available	More than 4 Hours: \$105.96 (half of full day sub rate) 4 Hours or Less: \$52.98 (half of half day sub rate)	Third Grade Teacher is out and TOSA teaches the class for the whole day Specialists with classroom responsibilities will also need prep pay if they do not get their afforded daily 30 minutes of prep
Regular elementary classroom teacher absorbing students of regular classroom teacher. Round up to nearest half or full day Condition: no licensed substitutes are available	Full Day/Whole Class: \$211.92 (full day sub rate) Full Day/Half Class: \$105.96 (half day sub rate) Half Day/Whole Class: \$105.96 (half day sub rate) Half Day/Half Class: \$52.98 (half of half day sub rate)	Third Grade Teacher is out, other third grade teacher(s) absorb the students Fifth Grade Teacher leaves two hours early and other fifth grade teacher(s) absorb students for the rest of the day

Secondary Bargaining Unit Members Only

Situation	Payment Rate	Example
Secondary teacher with classroom responsibilities administratively assigned to substitute for other regular teacher during their afforded prep period Condition: no licensed substitutes are available	Their hourly rate of pay for an hour (or portion thereof if not covering for whole period)	A science teacher is out and another science teacher covers the class during their afforded prep period: teacher's hourly rate x 1 hour If a teacher has case management periods - or other periods not designated as a prep but where they are not responsible for teaching students - they can only cover once per day but they can cover during any of those periods
Secondary specialist subbing (Counselor, Graduation Coach, Literary Specialist) for regular classroom teacher Condition: no licensed substitutes are available	More than 4 Hours: \$105.96 (half of full day sub rate) 4 Hours or Less: \$52.98 (half of half day sub rate)	Science teacher is out and a Grad Coach covers for five (5) periods: \$105.96 total Math teacher leaves early and a counselor covers for two (2) periods: \$52.98 total
Secondary classroom teacher absorbing students of other regular classroom teacher.	Not allowable	Not allowable – find alternative coverage

Additional Days

Situation	Yearly Allotment	Payout
<p>Special Education Teacher Paperwork Days</p> <p>Employee must be present on campus when using a paperwork day</p>	<p>Afforded 10 days in absence tracking system each year</p>	<p>Any unused paperwork hours will be paid out on final June check at hourly sub rate (\$26.49/hour for 24-25 school year)</p>
<p>504 Caseload Manager Paperwork Days</p> <p>Employee must be present on campus when using a paperwork day</p>	<p>Afforded based on student caseload:</p> <ul style="list-style-type: none"> • 1-15 students: 3 days • 1 additional day for every five (5) additional students 	<p>Any unused paperwork hours will be paid out on final June check at hourly sub rate (\$26.49/hour for 24-25 school year)</p>
<p>Employees administratively identified as needing to work additional days to complete their job duties such as Counselors, SpEd teachers, School Psychologists, etc.</p>	<p>Additional days added to calendar based on program and position needs. Reviewed yearly.</p>	<p>Example: Counselors work an additional ten (10) days prior to teacher in-service week to prep for and attend registration. Extra days are distributed evenly on employee's regular paychecks</p>