

# Preuss Memorandum - APPENDIX B

## EXTENDED DAY PAY ASSIGNMENTS

1. **Overview:** An extended day pay (EDP) assignment is preassigned work performed in addition to regularly-assigned instructional duties. These assignments must advance the mission of Preuss, benefit others, and serve a greater good beyond that of personal gain. EDP assignments are work that must take place outside of the school day as defined in this Memorandum or work that is scheduled to occur during the bargaining unit member's prep period. The determination of all issues related to EDP duties and assignments are at the sole, non-grievable discretion of the University. This schedule outlines all current opportunities for EDP.
2. **EDP Committee:** A committee consisting of the Principal (or the Principal's non-represented designee) and the Preuss CAO will make EDP assignment decisions in compliance with the schedule below. Assignments that are exceptions to the schedule below require approval by Academic Personnel Services. The EDP Committee will also propose new EDP assignments or changes to existing EDP assignments, in consultation with the Preuss Executive Director, and these are subject to final approval of Academic Personnel Services.

At least thirty (30) calendar days prior to Preuss' implementation of changes to EDP assignments, the University shall provide written notice to the Union of its intent to make such changes. The parties shall meet and discuss upon request of the Union, but this process shall not delay the implementation of changes to this Appendix.

### 3. **EDP assignments:**

#### a. General assignment terms:

i. A list of available EDP assignments will be sent to bargaining unit members by March 15<sup>th</sup>. Only assignments that appear in this Appendix or that have been approved by the EDP Committee and Academic Personnel Services, and noticed to the Union are eligible for assignment and compensation.

ii. Applications for EDP assignments will be accepted from March 15<sup>th</sup> to April 15<sup>th</sup>.

iii. EDP assignments will be confirmed by May 15<sup>th</sup> when practicable and will not exceed the length of the bargaining unit member's appointment. Assignments will be decided by the EDP Committee after their review of applications, and interviews may also be part of the selection process. An individual bargaining unit member may not hold more than one EDP assignment at a time, subject to exceptions noted below. Additional exceptions may be proposed by the EDP Committee and are subject to approval by Academic Personnel Services.

#### b. EDP assignments not requiring application:

i. Bargaining unit members interested in participation in EDP assignments not requiring application shall obtain preapproval (as noted below).

ii. Certain EDP course-related advisory duties may be assigned to individual bargaining unit members based on teaching assignment (as noted below).

c. Unfilled EDP assignments: If EDP assignments are unfilled after May 15<sup>th</sup>, Preuss may ask current bargaining unit members to reconsider applying. If EDP assignments remain unfilled after this process, the positions may remain unfilled, or Preuss may utilize outside resources, or Preuss may assign by mutual agreement.

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**4. EDP payments:**

- a. Payments will be processed according to the schedule noted in the table below.
- b. Payment for partial service will be prorated proportionate to time performing the assignment.

**5. Effective dates:** This Appendix will be effective according to the following schedule:

- a. Assignments and Compensation: All changes will be effective school year 2020-21 in accordance with this Appendix.
- b. Vacancies: Any vacancy filled following ratification of the Memorandum shall follow the processes set out in this Appendix for school year 2020-21.

Assignment	Compensation	Comp Schedule	Notes
6 <sup>th</sup> Grade Camp Coordinator	\$500 per year	June	May hold other EDP assignments.
Access Youth Academy Coordinator	\$500 per year	December and June	May hold other EDP assignments.
Admin Designee	\$75 per event	Pay period following completion	Applications not required, and may hold other EDP assignments. Principal or designee to pre-approve participation.
After School Tutoring	\$50 per session, \$1,500 maximum per year	December and June	Applications not required, and may hold other EDP assignments. Principal or designee to pre-approve participation. Student attendance sheets required.
AP Exam Preparation	\$200 per course, per year	December and June	Assigned to all AP teachers; applications not required, and may hold other EDP assignments. Student attendance sheets required.
Art Production Advisor	\$1,500 per year	December and June	Assigned to art teacher; applications not required.
ASB High School Advisor	\$2,000 per year	December and June	Assigned to high school ASB teacher; applications not required.
ASB Middle School Advisor	\$2,000 per year	December and June	Assigned to middle school ASB teacher; applications not required.
Athletic Director	\$3,000 per year	December and June	
Botball Advisor	\$500 per year	December and June	May hold other EDP assignments.
TIP Supervision	\$1,000 per year, plus \$250 for every teacher above 4 teachers	December and June	Annual reporting to Principal required.

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Cheerleader Advisor	\$1,000 per year	December and June	
Chelsea's Light Advisor	\$1,000 per year	December and June	
Club Advisor (Academic Clubs) Model U.N., National Honor Societies, NOBCCChE	\$500 per year	December and June	May hold other EDP assignments.
Coach (Varsity – Athletic Block) Basketball, Cross-Country, Lacrosse, Soccer, Volleyball	\$4,500 per season	Following season completion	
Coach (Varsity-Non-Athletic Block) Basketball, Cross-Country, Lacrosse, Soccer, Volleyball	\$7,000 per season	Following season completion	
Coach (Junior Varsity) Basketball, Cross-Country, Lacrosse, Soccer, Volleyball	\$2,000 per season	Following season completion	
Department Chair E & HS, Science, English, Social Studies, Math, World Language, Fine Arts, Electives, Learning Specialist	\$2,000 per year	December and June	Duties as determined by Preuss; duties will include participation in the performance evaluation of departmental staff. ----- Department Chairs who are assigned supervision of intern teachers will be paid \$250 per year, per intern in addition to their Chair compensation.
Departmental Rep ASB, English Learner, Library, Tech & Innovation, University Prep (Advisory), 6 <sup>th</sup> Grade	\$1,500 per year	December and June	Requires attendance at monthly IST meetings.
Drama Production Advisor	\$1,500 per year	December and June	Assigned to drama teacher; applications not required.
Music Production Advisor	\$1,500 per year	December and June	Assigned to music teacher; applications not required.
National Board Certification	\$2,000 one time	Pay period following completion	Requires submission of proof of completion
Newspaper Advisor	\$1,500 per year	December and June	Assigned to journalism teacher; applications not required.
Overnight Camp Supervision	\$200 per overnight	Pay period following completion	Applications not required, and may hold other EDP assignments. Principal or designee to pre-approve participation. Limited to 10 bargaining unit members.
Robotics Advisors (x2)	\$2,500 per year	December and June	

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Saturday Enrichment Academy	\$150 per session	Pay period following completion	Applications not required, and may hold other EDP assignments. Saturday Enrichment Coordinator to pre-approve participation. Student attendance sheets required.
Saturday Enrichment Coordinator	\$500 per year	December and June	May hold other EDP assignments. Shall also be paid \$150 for each Saturday Enrichment Academy session attended.
Science Fair Advisor	\$500 per year	December and June	Assigned to all science teachers; applications not required, and may hold other EDP assignments.
Science Olympiad Advisor	\$500 per year	December and June	May hold other EDP assignments. Student attendance sheets required.
Senior Advisory Teacher Development	\$500 per year	December and June	Applications not required, and may hold other EDP assignments.
Special Events New Student Orientation, College Kick-off, Parent Academy, Parent Teacher Association Meeting, Financial Aid Workshop, Junior Class Mock Interviews, Enrollment Day, Community Outreach Admissions Activities, Open House, Book Fair	\$150 per event	Pay period following completion	Applications not required, and may hold other EDP assignments. Principal or designee to pre-approve participation. Bargaining unit member attendance sheets required.
Unexpected Class Coverage	\$50 per class	Pay period following completion	Applications not required, and may hold other EDP assignments. Principal or designee to pre-approve participation. One-time assignments for unplanned/emergency leave.
Yearbook Advisor	\$1,500 per year	December and June	Assigned to yearbook teacher; applications not required.