

# PARKING LOT DUTY GUIDELINES FOR ELEMENTARY SCHOOLS

Elementary Principals,

Two years ago, the Board of Education created the Licensed Educator Compensation Task Force to discuss ways to restructure and increase teacher pay. Through a teacher survey conducted by the task force, the vast majority of elementary teachers indicated that parking lot duty (pickup and drop-off supervision) was the extra duty they liked least.

Through the 2018-19 negotiations process, the Board allocated funds to pay each elementary teacher \$400 for parking lot duty each year. Following are additional details and clarification for the implementation of this payment.

- Although parking lot duty requirements will vary from school to school, the payment is the same districtwide.
- Administrators are encouraged to reduce parking lot duty for teachers as much as possible while still maintaining necessary coverage.
- All full-time K-6 licensed educators districtwide who are responsible for parking lot duty are eligible for the \$400 stipend. Half-time educators are eligible for a \$200 stipend.
- All elementary school special education cluster teachers are eligible for an \$800 stipend.
- Licensed educators (psychologists, BTS teachers, etc.) who have not been assigned parking lot duty in the past may choose to participate and be paid a stipend but should not be required to do so.
- Administrators and classified staff are not eligible for a stipend.
- The stipend will be paid out on September paychecks.
- Teachers are required to complete parking lot duty unless they coordinate with the principal to give their assignment and stipend to another willing teacher.
- Teachers can take on as many parking lot duty assignments (and stipends) from other teachers as will fit in the calendar.
- Teachers can only give up their parking lot duty assignment and stipend or accept an additional assignment and stipend in coordination with the principal.
- Teachers can only give up or accept an entire assignment and an entire stipend.
- Principals should adjust the parking lot duty schedule as necessary to allow as many teachers to take on as many extra assignments as needed.
- Special education cluster teachers cannot give up their parking lot duty assignment.
- Stipends for parking lot duty are included in retirement pay calculations.

In order to streamline payment, please ask your administrative assistant to complete the attached Excel workbook. There are two worksheets in the workbook. One is an example and the other is a submission sheet. Please email the completed submission sheet to the Payroll Department by September 1, 2018 so that teachers can be paid the stipend on their September 25th check. Please list each educator in your building and beside each name indicate the dollar amount (\$0, \$200, or increments of \$400) the teacher should be paid.

Thank you for all your efforts in implementing this new program. Please contact your administrator of schools with any questions.