

Updated Parking Lot Duty Guidelines for Elementary Schools 2024-25

Elementary Principals:

Through the 2018-19 negotiations process, the Board allocated funds to pay each elementary teacher \$400 for parking lot duty each year. The stipend will be paid out on **April** paychecks. The following are additional details and clarifications 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 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 and preschool teachers are eligible for an \$800 stipend.
- Licensed educators (psychologists, BTS teachers, etc.) who have not previously been assigned parking lot duty 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 **April** 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 and preschool teachers cannot give up their parking lot duty assignment.
- Stipends for parking lot duty are included in retirement pay calculations.

To streamline payment, please ask your administrative assistant to complete the attached Excel workbook. Please scan the completed submission sheet and send it with your regular April payroll to the Payroll Department by April 2, 2025 so that teachers can be paid the stipend on their April 25th check. **Please list each educator in your building and beside each name indicate the dollar amount (\$0, \$200, \$400, or increments of \$400, or \$800) the teacher should be paid.**

The budget code for Parking Lot Stipends is 10 E XXX 0050 1024 131

Please contact your Administrator of Schools with any questions.