

ROSEBURG PUBLIC SCHOOLS

Roseburg, Oregon

March 2021

MEMO

To: All Administrators and Office Support Staff with Payroll Responsibilities

From: Robert Freeman, Director of Human Resources
Cheryl Northam, Chief Operations Officer

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

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 will, of course, 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.

Situation	Payment Rate	Conditions	Example
Specialist Subbing for Regular Classroom Teacher	One-half of the Substitute Rate: for a full day (\$94.68), for a half day (\$47.34).	No licensed substitutes are available. Round up to nearest half or full day.	Specialists include: TOSA, PE, Music, Special Education, CDS, Dropout Prevention, and Learning Specialist
Regular Classroom Teacher absorbing students of Regular Classroom Teacher	full day: Full class, sub rate (\$189.36) Half of the class, half of the sub rate (\$94.68)	No licensed substitutes are available. Round up to nearest half or full day.	Third Grade Teacher is out, other Third Teacher or Teachers absorb the students.
Teacher In-service Instructor Stipend	Substitute Rate (\$23.67) per hour for 2020-2021	Must be prepared and presented on non-contracted hours.	Admin. & Teacher pre-agreement that 15 hours would be necessary to prepare and present Math in-service to staff. 15 hours x \$23.67 = \$355.05 contracted cost
Staff member serving as consultant	Varies – based on teacher's hourly rate and consultation	Could be within or beyond contracted hours. If during contracted hours, Fee is reduced by teacher's actual salary.	Teachers annual salary may be $\$37,296 \div 192 \div 8 = \$23.67/\text{hour}$. 10 hours (6 prep and 4 in-service) = \$236.70 Their hourly rate is also available on Visions in <i>Positions and Pay</i> under the <i>Pay</i> tab.
Teacher Participating in School Improvement; Goal Setting, Curriculum Improvement, etc.	Substitute rate (\$23.67) per hour for 2020-2021	Participation must be beyond contracted hours. *	Teachers participate in 3-hour after school session to learn about open-ended assessment. $\$23.67 \times 3 = \71.00
Teacher working beyond contracted time for activities that do not involve curriculum or student instruction (i.e. student registration)	Substitute rate (\$23.67) per hour for 2020-2021	Participation must be beyond contracted hours. *	Teachers participate in 3-hour after school session to learn about open-ended assessment. $\$23.67 \times 3 = \71.00
**Teaching beyond regular assignment. Small group (1-5 students)	Supplemental Rate (\$24.28/hour) (including Driver's Ed behind the wheel driving time)	Participation must be beyond contracted hours.	Tutor Home Instruction
***Teaching beyond regular assignment. Larger group (6 or more students)	Supplemental Rate (\$33.99/hour) (including Driver's Ed classroom instruction)	Participation must be beyond contracted hours.	Summer School Saturday School Tutor Home Instruction
Classified Personnel required to participate in curriculum development or in-service activity	Regular rate (or comp-time or overtime for 8 hour employees as per CBA).	Participation must be beyond regularly scheduled hours.	Any assignment beyond normal hours. (For overtime or comp-time see Collective Bargaining Agreement).

Exchange time (straight time) or flexible scheduling is an alternative that can be utilized if employee and administrator agree in advance. There are many routine staff development activities in which staff members take part without additional compensation.

Salary Schedule ** Small group: BA Step 1/192/8 to get hourly rate = \$24.28.

**** Larger group:** Small group's hourly rate x 40% (1.4) example ($\$24.28 \times 1.4$) = \$33.99