

PERSONNEL

TEACHERS (INSTRUCTIONAL PERSONNEL) (M-DCPS/UTD Contract, Article XVI -- SUMMER EMPLOYMENT)

CRITERIA FOR SUMMER EMPLOYMENT FOR 2009 EDUCATIONAL SUMMER SERVICES

All currently employed instructional staff members, including counselors, are eligible to apply for summer employment. It is the intent of the M-DCPS/UTD contract to offer summer employment to the maximum number of eligible teachers and counselors. Personnel selected for employment in the 2009 Educational Summer Services shall be notified as soon as possible.

Any personnel in a pending investigative status or on a performance improvement plan are not eligible for summer employment.

In accordance with the United Teachers of Dade Contract, Article XVI, Section 2c., teachers who are “beyond training timeline” for META related training are not eligible to teach in the 2009 Educational Summer Services. Teachers who fall into this category will have their names blocked out from 2009 Educational Summer Services employment.

In selecting teaching staff, the principal shall offer summer employment first to those teachers who have submitted the appropriate application on or before the established deadline, are certified in the subject area or are at the level in which they are selected to teach, and who are on a continuing or professional service contract. Principals wishing to hire any annual contract teacher must request an electronic waiver using the summer hiring screen. Instructions for this process are in the Automated Summer School Program Hiring Manual and will be made available at <http://pers.dadeschools.net/summer>.

The principal responsible for staffing a 2009 Educational Summer Services site shall offer a teaching position on the 2009 Educational Summer Services faculty to the Union lead steward/steward/officer of the 2009 Educational Summer Services site’s regular faculty, provided the lead steward/steward/officer is certified in a program to be offered during the summer. The principal shall give consideration for summer employment to other Union lead stewards/stewards/officers of the 2009 Educational Summer Services site’s regular faculty, provided the lead steward/steward/officer is certified in a program to be offered during the summer. Nothing herein shall require the principal to hire more than one Union lead steward/steward/officer.

ASSIGNMENTS FOR 2009 EDUCATIONAL SUMMER SERVICES

Teachers' schedules will vary depending upon the grade level they are assigned.

- **Grade Three Summer Reading Camp**
 - 26 half-days (8:20 a.m. – 11:50 a.m.) – 24 instructional half-days and 2 professional development half-days (Thursday, June 18, 2009 and Friday, June 19, 2009)

- **Grades 6, 7, and 8**
 - 26 half-days (8:20 a.m. – 11:50 a.m.) – 24 instructional half-days and 2 professional development half-days (Thursday, June 18, 2009 and Friday, June 19, 2009)

- **Grades 9-12**
 - 24 half-days through Adult Education (specific time to be determined by the Adult Education program) – 24 instructional half-days. Hourly teachers serving high school students in the Adult Education program shall be paid on the “AT” salary schedule using job code 1802 on the “P” payroll. Professional Development will not be provided for those who teach grades 9-12 through Adult Education.

AGREEMENT FOR HALF-DAY TEACHING ASSIGNMENT

- The rate of pay for half-day teachers will be one-half of their regular daily rate as full-time teachers.

- The duty day for half-day teachers assigned to Grade Three Summer Reading Camps or grades 6, 7, or 8 will be from 8:20 a.m. – 11:50 a.m.

- The duty day for half-day teachers assigned to grades 9-12 will be determined by the Adult Education program.

- Assignment of planning is available 10 minutes before and after students are in elementary and middle schools.

- There is no scheduled lunch time for half-day teachers or teachers who will be teaching in the co-enrolled programs through the Adult Education program.

- Half-day teachers will accrue sick leave at one-half the rate it is accrued for full-time teachers.

- Criteria for summer employment, as stipulated in Section 1 (B) of Article XVI of the M-DCPS/UTD contract, shall apply to half-day teachers.

ADULT EDUCATION TEACHERS

For teachers who will be teaching in co-enrollment programs in the Adult Education program, the rate of compensation for instruction will be at the adult school rate on the "AT" salary schedule. Hourly teachers should be RPA'd on the "P" payroll code using job code 1802.

TEMPORARY INSTRUCTIONAL PERSONNEL

Any instructional staff member who was employed as a contract teacher during the 2008-2009 school year may be used as an emergency temporary instructor during the 2009 Educational Summer Services whenever a temporary instructor is authorized. In addition, those emergency temporary instructors whose names appear on the electronic emergency temporary instructor list (CICS, SUBS) may be used as summer substitutes providing they hold a degreed temporary instructor certificate. **Non-degreed substitutes may not be used.** Emergency temporary instructors shall be paid pursuant to salary schedule as in the M-DCPS/UTD contract. Note that some Pool Substitutes are non-degreed. Verify their status prior to beginning the employment of any individual.

The names of those emergency temporary instructors who are eligible for employment as emergency temporary instructors during the summer session will be set up in the personnel/payroll system at Work Location 9971-Z at the approved hourly rate. **Do not hire a temporary instructor who is not on the temporary instructor's list or who is not a full-time teacher.** Failure to comply with this directive will result in non-payment to the persons incorrectly used to substitute. **EXPENDITURES TO PROGRAM 9764 – OPEN POSITION WILL NOT BE PERMITTED. THE PROGRAM WILL BE CLOSELY MONITORED AND EXPENDITURES WILL BE CHARGED TO SCHOOLS' DISCRETIONARY ACCOUNT.**

PROCEDURES FOR AUTOMATED HIRING OF INSTRUCTIONAL/NON-INSTRUCTIONAL EMPLOYEES WILL BE MADE AVAILABLE AT [HTTP://PERS.DADECHOOOLS.NET/SUMMER](http://pers.dadechools.net/summer) FROM THE OFFICE OF HUMAN RESOURCES, RECRUITING AND PERFORMANCE MANAGEMENT.

PROVIDING ESOL/LANGUAGE ARTS/READING FOR ENGLISH LANGUAGE LEARNER (ELL) STUDENTS

Teachers employed during the summer session who are responsible for the ESOL/Language Arts/Reading for ELL students must have an ESOL endorsement/certificate or be within the training timeline in their training to acquire the ESOL endorsement as mandated by the League of United Latin American Citizens (LULAC) Consent Decree. This is applicable for teachers hired to teach in a self-contained or pull-out classroom. This requirement is also applicable for secondary teachers who instruct one or more periods of ESOL/Language Arts/Reading during the summer session.

The first priority for hiring teachers responsible for instructing ELL students must be given to those teachers who have already completed the ESOL endorsement (ESOL training status: "Y"). The second priority for hiring must be given to teachers who are within the training timeline established for the completion of the ESOL endorsement (ESOL training status: "T"). **Under no circumstances is a teacher to be given a first time ESOL assignment unless that teacher has already completed the ESOL endorsement or is within the training timeline established for the completion of the ESOL endorsement.**

- All ELL students, **Levels I-IV**, are to be grouped in ESOL self-contained classrooms according to grade level and the level of English proficiency.
- Schools which do not have sufficient ELL students to form self-contained classes will provide ESOL using a combination of teachers allocated under Program 6600 and classroom teachers who meet the ESOL training requirements as stated above ("Y" or "T").

Teachers employed to work during the summer shall be notified as soon as possible. Interim teachers, 3100s, are not to be used to cover absences of teachers.

All personnel employed for the summer must be advised that the personnel allocations, as reflected in the Initial Summer CASAS, are based on estimated FTEs. This initial allocation of personnel will be adjusted on the Final Summer CASAS report.

Staff members employed on a full-time basis during the 2009 Educational Summer Services who will be participating in workshops or who may be assigned to Regional Centers and/or other administrative divisions or departments shall be expected to work the same hours as are normally required for administrative divisions and departments. Workshops shall be scheduled accordingly.

NON-INSTRUCTIONAL PERSONNEL

PRINCIPALS

All principals are employed on a twelve-month basis; therefore, no special personnel allocations are to be made for the summer session. Assignments to summer centers will take into consideration such factors as vacation schedules, inservice programs, and special assignments.

ASSISTANT PRINCIPALS' EMPLOYMENT CRITERIA/PROCEDURES

Summer employment for assistant principals is not authorized.

PARAPROFESSIONALS' CRITERIA/PROCEDURES

The summer employment of Paraprofessionals and School Support Personnel is governed by Article XVI, Sections 3 and 4 respectively, of the Contract between Miami-Dade County Public Schools and the United Teachers of Dade. Those provisions are summarized as follows:

Each hourly paraprofessional will have the opportunity to indicate whether or not he/she desires employment in the 2009 Educational Summer Services by annotating and signing a computer printout provided by the school principal. The information will be entered into the automated Summer School Program application and hiring system by the school.

A Union officer/designated steward who is a paraprofessional shall be offered a position on the 2009 Educational Summer Services staff at his/her current work location provided that the officer/steward is qualified for a position vacancy. Employment shall first be offered to such officers in order of seniority as an officer and then to the designated steward. When employed in the 2009 Educational Summer Services under this provision, the Union officer shall perform the duties of a Union steward. Only one bargaining unit member per work location shall be granted this right.

Qualified incumbents will be given first consideration to fill any open paraprofessional position in the 2009 Educational Summer Services at their current work location. Any remaining vacancies may be offered to qualified employees from other M-DCPS work locations.

EMPLOYMENT CRITERIA/PROCEDURES FOR SCHOOL SUPPORT PERSONNEL

There are no 10-month School Support Personnel allocations for the Summer Session.

CLERICAL/SECRETARIAL EMPLOYMENT CRITERIA/PROCEDURES

There are no 10-month clerical allocations for the Summer Session.

TWELVE-MONTH CLERICAL EMPLOYEE RELIEF

Vacations for 12-month personnel in schools should be carefully scheduled. They should be staggered to eliminate the need for substitutes. Under no circumstances will permission be granted to use substitutes to fill in for vacationing 12-month employees. Any employees hired to replace vacationing 12-month personnel will be paid from the school's 02 Discretionary Account at their regular ten-month pay rate.

SALARY SUPPLEMENTS

Salary supplements are not authorized during the summer session with the exception of Special Education (SPED) Teacher or Counselor of E/BD (Supplement Code 804). SPED

summer supplements are not programmatically assigned during the summer; the school must input a supplement RPA. Supplements are not given to hourly personnel during the summer session.

All employees who are assigned the primary responsibility of arranging for temporary instructors during the summer session shall be paid a supplement as follows:

\$250-Code 543: Temporary Instructor - Summer (12 months); for use on Paycode "C" for 12-month employees that call temporary instructors only during the summer and not during the regular school year.

Code 543 will display an inflated dollar amount in the computer; however, these amounts are equal to \$250 in salary.

NOTE: Code 542 is used for twelve month employees that call temporary instructors year-round. Twelve month employees who do not call temporary instructors during the summer are not entitled to that supplement during the summer session.

Requests for the 2009 Educational Summer Services Supplement must be submitted through the Personnel Reporting System-Application 8, Option 06 for review and approval by the appropriate administrative office.

Approval for all supplements to be issued during the summer session shall be reviewed by the same Bureau/Office as during the regular school year.

TRANSPORTATION, TECHNICAL, AND FOOD SERVICE PERSONNEL REGULARLY EMPLOYED ON A LESS THAN TWELVE-MONTH BASIS (M-DCPS AFSCME Contract, Appendix III, N)

Non-instructional employees who regularly work on a ten-month or less basis and who indicate a desire for summer employment prior to the end of May shall, all things being equal, be given priority consideration for temporary summer job openings for which they qualify.

No guarantee can be made that every such applicant for summer assignment will be employed. Every effort shall, however, be made to offer work opportunities equitably, within the limits of geographic availability and the skills and abilities of applicants for summer employment. Salaries for such additional summer employment shall be at the regular rate of pay received during the preceding school year if the summer job assignment is on the same salary schedule. In no case shall such an employee be compensated less than the rate of the minimum scheduled pay for that assignment.

Employees on temporary summer assignments will work the same hours and days as other employees at the work location to which they are assigned.

Other than sick leave or military leave in accordance with School Board policy, no leave of absence with pay will be approved.

Overtime compensation must be paid to all nonexempt employees who work over forty hours per week in one or more positions, at one or more work locations. Please review the Fair Labor Standards Act in the Salary Handbook for specific regulations.

For additional information or questions related to employment during the 2009 Educational Summer Services, non-instructional personnel are to contact the **Division of Non-instructional Staffing at 305-995-7235 or email trodgers@dadeschools.net**.



2009 Summer Implementation Document