



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

# Additional Compensation Procedures for the 2022-2023 School Year

Version 1.0

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## **Overview**

This document provides guidance for DC Public Schools' approved Extra Duty Pay (ED) and Non-WTU Stipend Pay (NWS) activities, compensation amounts for these activities, and procedures for submitting payment requests for non-athletic sponsors.

## **Extra Duty Pay**

Extra Duty Pay is provided only to ET 15- (including ET 15/12-month, ET 15/11-month, and ET 15/10-month) and EG 9-classified employees in WTU positions. No other employee of DCPS, or non-employee providing services for the benefit of DCPS, is eligible to receive ED. Usually, ED is authorized for services performed beyond the normal tour of duty.

### **Program Requirements**

- Extra Duty pay is limited to activities and amounts included in the Extra Duty Pay formula. No other activities and/or amounts will be compensated.
- All Extra Duty activities must be authorized by the school principal or program manager.
- All personnel performing Extra Duty pay activities must be authorized by the school principal and/or program manager.
- All Extra Duty activities must be paid within the fiscal year in which the activities are performed.
- Non-Athletic Sponsors (both DCPS and non-DCPS employees) must pass a security clearance through Employee Services. The security check must be completed prior to the commencement of the activity. Non-Athletic Sponsors who perform Extra Duty pay activities without a current security clearance may not receive payment. If an employee has questions about their clearance status, the employee should email the Clearance team at [dcps.clearance@k12.dc.gov](mailto:dcps.clearance@k12.dc.gov).
- All requested information must be submitted in full. Failure to submit the required information will result in nonpayment of services.
- Completed first semester requests are due by March 17, 2023. Completed second semester requests are due by June 2, 2023.
- The average time before Extra Duty payment will be disbursed by the Office of Pay and Retirement Services is three to four pay periods from submission of completed requests.

## **Non-WTU Stipend Pay**

A supervisor may appoint an employee in a non-WTU position and/or non-DCPS employee to provide Extra Duty-type services. In cases where the employee is a non-WTU member, the compensation type is "Non-WTU Stipend" (NWS) pay. For example, NWS may be paid to an Administrative Officer serving as moderator for the Debate Team, or to an Instructional Aide serving as the Drama Club sponsor for her middle school. Like ED, NWS usually is authorized for services performed beyond the normal tour of duty.

### **Program Requirements**

- Non-WTU Stipend pay is limited to activities and amounts included in the Non-WTU Stipend formula. No other activities and/or amounts will be compensated.
- All Non-WTU Stipend activities must be authorized directly by the school principal or program manager, whichever is applicable.
- All personnel performing Non-WTU Stipend activities must be authorized by the school principal and/or program manager.
- All Non-WTU Stipend activities must be paid within the fiscal year in which the activities are performed.

## Additional Compensation Procedures for 2022-2023 School Year

- Non-Athletic Sponsors (both DCPS and non-DCPS employees) must pass a security clearance through Employee Services. The security check must be completed prior to the commencement of the activity. Non-Athletic Sponsors who perform Non-WTU Stipend activities without a current security clearance may not receive payment. If an employee has questions about their clearance status, the employee should contact Employee Services Clearance team at [dcps.clearance@k12.dc.gov](mailto:dcps.clearance@k12.dc.gov).
- All requested information must be submitted in full. Failure to submit the required information will result in nonpayment of services.
- Completed first semester requests are due by March 17, 2023. Completed second semester requests are due by June 2, 2023.
- The average time before Non-WTU Stipend payments will be disbursed by Accounts Payable is three to four pay periods from submission of completed requests.

### For Non-Athletic Sponsors Only –

- Requests for payment to all DCPS Non-Athletic Sponsors must be submitted electronically through the [Additional Compensation application](#) in QuickBase. Paper forms are no longer accepted for Non-Athletic Sponsors.
  - If you are a DCPS Non-Athletic Sponsor, visit the [Additional Compensation application](#) in QuickBase. Provide your activity details and upload your participant roster. Once your principal or their designee approves your entry, the Compensation team in the Office of Resource Strategy will submit your payment request to the Office of the Chief Financial Officer-Payroll for DCPS employee requests (QuickBase instructions provided later in this document) or Accounts Payable for non-DCPS employee requests.
  - In general, with input from the principal or their designee, the Compensation team will create all payment requests for Non-Athletic Sponsors who are DCPS employees in the [Additional Compensation application](#) in QuickBase (see 'Instructions for Use of Additional Compensation Application' on page 17). There is one **exception** to this guideline:
    - Non-Athletic Sponsors who are not DCPS employees must complete a W-9 tax form and submit it directly to OCFO-Payroll. Payment cannot be disbursed to non-DCPS employees without a W-9
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## **Selection**

Selection for the Extra Duty and Non-WTU Stipend positions shall be made only by qualified applicants, regardless of their area of certification. If there are no qualified individuals available to conduct an activity, the services of an individual from another school may be utilized provided the two schools and supervisors have agreed upon the arrangement.

If there are no qualified individuals in the system available to conduct a specific needed Extra Duty or Non-WTU Stipend activity, the principal may appoint a qualified applicant from outside the school system.

# School Year 2022-2023 Extra Duty and Non- WTU Stipend Activities List

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**Extra Duty Pay and Non-WTU Stipend Pay Distribution Formula**

Extra Duty Pay and Non-WTU Stipend Pay funds for school year 2022-2023 will be distributed equitably per school-based upon budgetary restrictions, compliance with EEO regulations, and parity for female and male Non-Athletic Sponsors.

Please consult Tables 1 through 4 below to determine pay for your Non-Athletic Sponsors.

**Senior High School Pay Chart for Non-Athletic Activities**

**TABLE 1: SHS NON-ATHLETIC ACTIVITIES**

<b>POSITION</b>	<b>PAYMENT (per activity)</b>
Substance Abuse Prevention/Peer Mediation Advisor	\$798
Student Government Advisor	\$798
Yearbook Advisor	\$798
"It's Academic" Advisor	\$798
Band Advisor (Marching, Stage/Orchestra, Concert)	\$1590
*Optional Non-Athletic Activities Staff	Funds Available: \$6498 Ceiling: \$798

**Middle Schools/Middle Schools within Educational Campuses Pay Chart for Non-Athletic Activities**

**Elementary Schools/Elementary Schools within Educational Campuses Pay Chart for Non-Athletic Activities**

**TABLE 2: EC, MS, AND ES NON-ATHLETIC ACTIVITIES**

<b>POSITION</b>	<b>PAYMENT (per activity)</b>
Substance Abuse Prevention/Peer Mediation Staff: <ul style="list-style-type: none"> <li>One (1) Citywide Coordinator</li> </ul>	\$798
Special Olympics Staff: <ul style="list-style-type: none"> <li>Four (4) Special Olympics Citywide Coaches (Co-ed)</li> </ul>	\$3671 (\$918 per Special Olympics Coach)
* Optional Non-Athletic Activities Staff	Funds Available: \$3867 Ceiling: \$638

## Additional Compensation Procedures for 2022-2023 School Year

**TABLE 3: \*OPTIONAL NON-ATHLETIC APPROVED ACTIVITIES (ALL SCHOOL TYPES – Note: “It’s Academic” Advisor is approved for SHS only)**

“It’s Academic” Advisor	Majorettes/Flag Twirlers
Aerobics/Fitness	Marching Band
Arts/Crafts	Marksmanship Team
Band Advisor (Marching, Stage/Orchestra, Concert)	Math Club
Beta Club	Multicultural Club
Career-Oriented Club (FBLA, DECA, FFA, VICA, HOSA, FHA-HERO, FNA, FTA National Honor Society)	
Chess Club	Newspaper Advisor
Chorus/Choir	On the Run
Citywide Student Government Support	Overnight Trip Chaperone
Color Guard	Pep Club
Computer Club	Pom-pom
Contest Coordinator	PSAT/SAT/ACT Prep Club
Cooking Club	Raider Team
Creative Writing Club	Reading Club
Dance/Step	Red Cross
Debating	Robotics
Double Dutch	Rugby (and other club sports not under the auspices of the Department of Athletics)
Drama/Art	Safety Patrol
Dramatic Oratory/Speech	Scholarship Coordinator
Drill Team	Science Coach
Evening Credit Recovery Instruction (Non-WTU)	Scout Troop
Foreign Language Club	Senior Class Sponsor
Future Teachers of America	Service Clubs (Red Cross, Key Club)
Garden Club/Outdoor Appreciation	Sewing Club
Gay and Lesbian Alliance	Special Project (with Principal Approval)
Gifted & Talented	Spelling Bee
Girl Scouts/Boy Scouts	Student Government Advisor
Girls on the Run	Student Survey Coordinator
Green Team	Substance Abuse Prevention/Peer Mediation
Honor Society Advisor	Tutorial Peer Program
Instrumental Music	Typing
International Exchange Club	Values/Self-Esteem Club
JROTC Cadet Leadership Challenge	Vocal Music
JROTC Leadership and Academic Bowl (JLAB)	Wellness Champion
Language Arts Club	Wrap MC Advisor
LGB I Q Liaison	Yearbook Advisor
Local Education Agency Representative	Young Astronauts

## Special Category Pay Table

TABLE 4: SPECIAL CATEGORY

POSITION	PAYMENT (per activity)
<p><b>Citywide Student Government Support Staff:</b></p> <ul style="list-style-type: none"> <li>• One (1) Citywide Upper-House Student Government Advisor for the system</li> <li>• One (1) Citywide Lower-House Student Government Advisor for the system</li> </ul>	<p>\$946</p> <p>\$946</p>
<p><b>Secondary Department Chairperson:</b></p> <ul style="list-style-type: none"> <li>• Middle and senior high school department chairs</li> <li>• The Personnel Committee must recommend to the principal all stipend-eligible Chairpersons with final selections made by the principal</li> <li>• Consult the Department Chair Procedures for details about eligibility and selection criteria</li> </ul>	<p>\$2,500 annually* (paid in two installments at the end of each semester)</p> <p>* Per the Collective Bargaining Agreement between the Washington Teachers’ Union and District of Columbia Public Schools (2016-2019) (Section 16.11 – Department Chairpersons)</p> <p>This Extra Duty payment does <u>not</u> come from the school’s budget if the principal decides to appoint paid Chairpersons. However, Contract guidelines and DCPS procedures must be followed to secure payment.</p>
<p><b>TLI Teacher Leader:</b></p> <ul style="list-style-type: none"> <li>• Senior high school department chairs in select schools</li> <li>• The Personnel Committee must recommend to the principal all stipend-eligible Chairpersons, with final selections made by the principal</li> </ul>	<p>\$2,500 annually* (paid in two installments at the end of each semester)</p> <p>* Per the Collective Bargaining Agreement between the Washington Teachers’ Union and District of Columbia Public Schools (2016-2019) (Section 16.11 – Department Chairpersons)</p> <p>This Extra Duty payment does <u>not</u> come from the school’s budget if the principal decides to appoint paid Chairpersons. However, Contract guidelines and DCPS procedures must be followed to secure payment.</p> <p><b>Contact the LEAP team at <a href="mailto:leap.dcps1@k12.dc.gov">leap.dcps1@k12.dc.gov</a> with any questions.</b></p>



<p><b>Teachers Central to Leadership:</b></p> <ul style="list-style-type: none"> <li>• The Teachers Central to Leadership Fellowship places outstanding educators on Central Office teams for five weeks over the summer</li> <li>• Goal of this fellowship is to foster understanding of Central Office among educators, to develop leadership, and to help broaden the horizons of a small group of DCPS educators by exposing them to the inner workings of Central Office, and the strategic decision-making processes of DCPS</li> </ul>	<p>\$5,000 one-time payment (paid at the conclusion of the fellowship)</p> <p><b><i>This Extra Duty payment comes from the Office of Resource Strategy. Program guidelines must be followed to secure payment.</i></b></p>
<p><b>Physical Education Emerging Leaders (PEEL) Fellows:</b></p> <ul style="list-style-type: none"> <li>• A competitive fellowship that raises the caliber and internal capacity of the Health and Physical Education program of DCPS</li> <li>• Ten fellows are chosen through a competitive application process each year of the grant</li> <li>• The two major components of the Fellowship are the Education Program and Teaching Enrichment             <ul style="list-style-type: none"> <li>○ Education Program: Designed to keep teachers abreast of the latest research, issues, and trends in the field of physical education, and pilot innovative technology that integrates academic research with physical education data</li> <li>○ Teaching Enrichment: Requires that teachers implement best practices in teaching as evidenced through self- and peer-</li> </ul> </li> </ul>	<p>\$5,000 annually* (paid in two installments at the end of each semester)</p> <p><b><i>This Extra Duty payment comes from the Office of Teaching and Learning. Program guidelines must be followed to secure payment.</i></b></p>

<p>observations and in-depth self-reflection</p> <ul style="list-style-type: none"><li>• Teachers will meet monthly to deeply investigate the nine teaching strategies of DCPS, receive peer and Central Office feedback on lessons, revise curriculum as needed, and develop professional development workshops</li><li>• Duties will take place outside of the regular teaching workload and are beyond the call-of duty of a physical education teacher</li><li>• Specific responsibilities include:<ul style="list-style-type: none"><li>○ Attending monthly professional development workshops</li><li>○ Attending a national conference for Health and Physical Education teachers</li><li>○ Designing and revising health and physical education curricula</li><li>○ Leading professional development sessions for all DCPS Health and Physical Education teachers</li><li>○ Conducting self- and peer-observations of lessons</li><li>○ Serving on health education standards committees</li><li>○ Piloting integrative physical activities</li></ul></li></ul>	
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<p><b>Wellness Champion:</b></p> <ul style="list-style-type: none"> <li>• Goal is to build a culture of Wellness at the school level</li> <li>• Responsible for helping to build the Wellness Program by organizing and engaging the community in wellness events</li> <li>• Specific responsibilities include:             <ul style="list-style-type: none"> <li>○ Assessing the Wellness Program using diagnostic tools</li> <li>○ Identifying areas to focus wellness advocacy activities</li> <li>○ Creating an Action Plan</li> <li>○ Developing monthly schoolwide wellness events</li> <li>○ Planning one Signature Wellness Event</li> </ul> </li> </ul>	<p>\$500 (fall semester) \$1000 (spring semester)</p> <p><b><i>This Extra Duty/Non-WTU Stipend payment comes from the Office of Teaching and Learning. Program guidelines must be followed to secure payment.</i></b></p>
<p><b>Curriculum Institute Participant</b></p> <ul style="list-style-type: none"> <li>• Participants design Canvas Course Companions, aligned to DCPS curriculum, assessments, and Empowered Learners resources</li> <li>• Rooted in Universal Design for Learning (UDL) and Technological Pedagogical Content Knowledge (TPACK), teachers use Canvas and tools like PlayPosit, KidBlog, Sway, Portfolios, Immersive Reader, SpeedGrader, Listenwise, Office 365, and others to transform the DCPS curriculum for Empowered Learning</li> </ul>	<p><b>\$750 – \$6,000</b> (depending upon scope and duration of Participation)</p>