



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Additional Compensation Procedures for the 2020-2021 School Year

Version 1.4

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 the DCPS Fingerprinting Office. 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 with the DCPS Fingerprinting Office may not receive payment. If an employee has questions about their clearance status, the employee should contact Employee Services at (202) 442-4090.
- All requested information must be submitted in full. Failure to submit the required information will result in nonpayment of services.
- Completed fall semester requests are due by December 13, 2019. Completed spring semester requests are due by June 6, 2020.
- 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

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- 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.
- Non-Athletic Sponsors (both DCPS and non-DCPS employees) must pass a security clearance through the DCPS Fingerprinting Office. 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 with the DCPS Fingerprinting Office may not receive payment. If an employee has questions about their clearance status, the employee should contact Employee Services at (202) 442-4090.
- All requested information must be submitted in full. Failure to submit the required information will result in nonpayment of services.
- Completed fall semester requests are due by December 13, 2019. Completed spring semester requests are due by June 6, 2020.
- 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're a Central Office program manager of a non-athletic activity, the Compensation team will use the Additional Compensation application to manage payments to your team. Please see page 17 below.
- 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 form on file.

Selection

Selection for the Extra Duty and Non-WTU Stipend positions shall be made only from qualified applicants, regardless of their area of certification. If there are no qualified individuals available to conduct an activity, the

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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
2020-2021
Extra Duty
and
Non-WTU Stipend
Activities List

Extra Duty Pay and Non-WTU Stipend Pay Distribution Formula

Extra Duty Pay and Non-WTU Stipend Pay funds for school year 2019-2020 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 5 below to determine pay for your Non-Athletic Sponsors.

Senior High School Pay Chart for Non-Athletic Activities

TABLE 1: SHS NON-ATHLETIC ACTIVITIES

POSITION	EXTRA DUTY PAYMENT
Substance Abuse Prevention/Peer Mediation Advisor	\$798.00
Student Government Advisor	\$798.00
Yearbook Advisor	\$798.00
"It's Academic" Advisor	\$798.00
Band Advisor (Marching, Stage/Orchestra, Concert)	\$1590.00
*Optional Non-Athletics Activities Staff	Funds Available: \$6498.00 Ceiling: \$798.00

- o Aerobics/Fitness
- o Arts/Crafts
- o Band Advisor (Marching, Stage/Orchestra, Concert)
- o Beta Club
- o Career-Oriented Club (FBLA, DECA, FFA, VICA, HOSA, FHA-HERO, FNA, FTA)
- o Chess Club
- o Chorus/Choir
- o Citywide Student Government Support
- o Color Guard
- o Computer Club
- o Contest Coordinator
- o Cooking Club
- o Creative Writing Club
- o Dance/Step
- o Debating
- o Double Dutch
- o Drama/Art
- o Dramatic Oratory/Speech
- o Drill Team
- o Evening Credit Recovery Instruction (Non-WTU)
- o Foreign Language Club
- o Future Teachers of America
- o Garden Club/Outdoor Appreciation
- o Gay and Lesbian Alliance
- o Gifted & Talented
- o Girl Scouts/Boy Scouts
- o Local Education Agency Representative
- o Majorettes/Flag Twirlers
- o Marching Band
- o Marksmanship Team
- o Math Club
- o Multicultural Club
- o National Honor Society
- o Newspaper Advisor
- o On the Run
- o Overnight Trip Chaperone
- o Pep Club
- o Pom-pom
- o PSAT/SAT/ACT Prep Club
- o Raider Team
- o Reading Club
- o Red Cross
- o Robotics
- o Rugby (and other club sports not under the auspices of the Department of Athletics)
- o Safety Patrol
- o Scholarship Coordinator
- o Science Club
- o Scout Troop
- o Senior Class Sponsor Dance
- o Service Clubs (Red Cross, Key Club)
- o Sewing Club
- o Special Project (with Principal Approval)
- o Spelling Bee
- o Student Government Advisor

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- Girls on the Run
 - Green Team
 - Honor Society
 - Instrumental Music
 - International Exchange Club
 - "It's Academic" Advisor
 - JROTC Cadet Leadership Challenge
 - JROTC Leadership and Academic Bowl (JLAB) Team
 - Language Arts Club
 - LGBTQ Liaison
 - Student Survey Coordinator
 - Substance Abuse Prevention/Peer Mediation Advisor
 - Tutorial Peer Program
 - Typing
 - Values/Self-Esteem Club
 - Vocal Music
 - Wellness Champion
 - Wrap MC Advisor
 - Yearbook Advisor
 - Young Astronauts
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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 3: ELEMENTARY NON-ATHLETICS ACTIVITIES

POSITION	EXTRA DUTY PAYMENT
Substance Abuse Prevention/Peer Mediation Staff: <ul style="list-style-type: none"> ▪ One (1) Citywide Coordinator 	\$798.00
Special Olympics Staff: <ul style="list-style-type: none"> ▪ Four (4) Special Olympics Citywide Coaches (Co-ed) 	\$3671.00 (\$918.00 per Special Olympics Coach)

TABLE 4: Elementary OPTIONAL NON-ATHLETIC ACTIVITIES TOTAL

POSITION	EXTRA DUTY PAYMENT
Non-Athletic Activities Staff	Funds Available: \$3867.00 Ceiling: \$638.00 (For Non-Athletic)

LIST OF OPTIONAL NON-ATHLETIC ACTIVITIES (ES):

- Aerobics/Fitness
- Arts/Crafts
- Band Advisor (Marching, Stage/Orchestra, Concert)
- Beta Club
- Career-Oriented Club (FBLA, DECA, FFA, VICA, HOSA, FHA-HERO, FNA, FTA)
- Chess Club
- Chorus/Choir
- Citywide Student Government Support
- Color Guard
- Computer Club
- Contest Coordinator
- Cooking Club
- Creative Writing Club
- Dance/Step
- Local Education Agency Representative
- Majorettes/Flag Twirlers
- Marching Band
- Marksmanship Team
- Math Club
- Multicultural Club
- National Honor Society
- Newspaper Advisor
- On the Run
- Overnight Trip Chaperone
- Pep Club
- Pom-pom
- PSAT/SAT/ACT Prep Club
- Raider Team
- Reading Club
- Red Cross

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- Debating
- Double Dutch
- Drama/Art
- Dramatic Oratory/Speech
- Drill Team
- Evening Credit Recovery Instruction (Non-WTU)
- Foreign Language Club
- Future Teachers of America
- Garden Club/Outdoor Appreciation
- Gay and Lesbian Alliance
- Gifted & Talented
- Girl Scouts/Boy Scouts
- Girls on the Run
- Green Team
- Honor Society
- Instrumental Music
- International Exchange Club
- "It's Academic" Advisor
- JROTC Cadet Leadership Challenge
- JROTC Leadership and Academic Bowl (JLAB) Team
- Language Arts Club
- LGBTQ Liaison
- Robotics
- Rugby (and other club sports not under the auspices of the Department of Athletics)
- Safety Patrol
- Scholarship Coordinator
- Science Club
- Scout Troop
- Senior Class Sponsor Dance
- Service Clubs (Red Cross, Key Club)
- Sewing Club
- Special Olympics Coach
- Special Project (with Principal Approval)
- Spelling Bee
- Student Government Advisor
- Student Survey Coordinator
- Substance Abuse Prevention/Peer Mediation Advisor
- Tutorial Peer Program
- Typing
- Values/Self-Esteem Club
- Vocal Music
- Wellness Champion
- Wrap MC Advisor
- Yearbook Advisor
- Young Astronauts

Special Category Pay Table

TABLE 5: SPECIAL CATEGORY

POSITION	EXTRA DUTY PAYMENT
Citywide Student Government Support Staff:	
<ul style="list-style-type: none"> ▪ One (1) Citywide Upper-House Student Government Advisor for the system 	\$946.00
<ul style="list-style-type: none"> ▪ One (1) Citywide Lower-House Student Government Advisor for the system 	\$946.00

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<p>Secondary Department Chairperson:</p> <ul style="list-style-type: none"> ▪ Middle and senior high school department chairs ▪ The Personnel Committee must recommend to the principal all stipend-eligible Chairpersons with final selections made by the principal ▪ Consult the Department Chair Procedures for details about eligibility and selection criteria 	<p>\$2,500 annually* (paid in two installments at the end of each semester)</p> <p><i>* Per the Collective Bargaining Agreement between the Washington Teachers' Union and District of Columbia Public Schools (2016-2019) (Section 16.11 – Department Chairpersons)</i></p> <p><i>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.</i></p> <p>Principals can select Department Chairs on their Principal Dashboard by clicking on this link.</p>
<p>TLI Teacher Leader:</p> <ul style="list-style-type: none"> ▪ Senior high school department chairs in select schools ▪ The Personnel Committee must recommend to the principal all stipend-eligible Chairpersons, with final selections made by the principal 	<p>\$2,500 annually* (paid in two installments at the end of each semester)</p> <p><i>* Per the Collective Bargaining Agreement between the Washington Teachers' Union and District of Columbia Public Schools (2016-2019) (Section 16.11 – Department Chairpersons)</i></p> <p><i>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.</i></p> <p><i>Contact the LEAP team at leap.dcps1@k12.dc.gov with any questions.</i></p>

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<p>Teachers Central to Leadership:</p> <ul style="list-style-type: none"> ▪ The Teachers Central to Leadership Fellowship places outstanding educators on Central Office teams for five weeks over the summer <p>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</p>	<p>\$5,000 one-time payment (paid at the conclusion of the fellowship)</p> <p><i>This Extra Duty payment comes from the Office of Resource Strategy. Program guidelines must be followed to secure payment.</i></p>
<p>Physical Education Emerging Leaders (PEEL) Awards:</p> <ul style="list-style-type: none"> ▪ A competitive fellowship that raises the caliber and internal capacity of the Health and Physical Education program of DCPS ▪ Ten fellows are chosen through a competitive application process each year of the grant <ul style="list-style-type: none"> ○ The two major components of the Fellowship are the Education Program and Teaching Enrichment: Education Program <ul style="list-style-type: none"> ○ 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 ○ Teaching Enrichment <ul style="list-style-type: none"> ○ Requires that teachers implement best practices in teaching as evidenced through self- and peer- 	<p>\$5,000 annually* (paid in two installments at the end of each semester)</p> <p><i>This Extra Duty payment comes from the Office of Teaching and Learning. Program guidelines must be followed to secure payment.</i></p>

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<p>observations and in-depth self-reflection</p> <ul style="list-style-type: none">○ 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 <ul style="list-style-type: none">▪ Duties will take place outside of the regular teaching workload and are beyond the call-of duty of a physical education teacher▪ Specific responsibilities include:<ul style="list-style-type: none">○ Attending monthly professional development workshops○ Attending a national conference for Health and Physical Education Teachers○ Designing and revising health and physical education curricula○ Leading professional development sessions for all DCPS Health and Physical Education teachers○ Conducting self- and peer-observations of lessons○ Serving on health education standards committees▪ Piloting integrative physical activity SW	
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<p>Wellness Champion:</p> <ul style="list-style-type: none"> ▪ Goal is to build a culture of Wellness at the school level ▪ Responsible for helping to build the Wellness Program by organizing and engaging the community in wellness events ▪ Specific responsibilities include: <ul style="list-style-type: none"> ○ Assessing the Wellness Program using diagnostic tools ○ Identifying areas to focus wellness advocacy activities ○ Creating an Action Plan ○ Developing monthly school-wide wellness events ○ Planning one Signature Wellness Event 	<p>\$500 (fall semester) \$1000 (spring semester)</p> <p><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></p>
<p>Curriculum Institute Participant</p> <ul style="list-style-type: none"> ▪ Participants design Canvas Course Companions, aligned to DCPS curriculum, assessments, and Empowered Learners resources ▪ 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 	<p>\$750 – \$6,000, depending upon scope and duration of participation</p>

Non-Athletic Sponsorships ONLY Instructions for Use of 'Additional Compensation' QuickBase Application

(for Central Office and School-Based Non-Athletic Programs Only (both DCPS and non-DCPS employees))

**Instructions for Use of “Additional Compensation” Application
For School-Based Non-Athletic Programs**

DCPS Employees

If you’re a school-based employee sponsoring a non-athletic activity, go to the [Additional Compensation application](#) in QuickBase to submit an application requesting payment:

1. Click on the 'Apply for Additional Compensation' button on the right side of your screen.
2. Follow the prompts to provide your Activity Details.
3. Upload your Participant Roster.

After you submit your application, it must be approved by your school principal and will then be processed by Central Office.

Non-DCPS Employees

If your school has non-DCPS employee Sponsors, they will not have access to the [Additional Compensation application](#). Instead, the principal or their designee must send an email to dcps.compensation@k12.dc.gov providing the following information for each non-DCPS employee (Excel format preferred):

Example --

Non-DCPS Employee Data for Additional Compensation Request											
Last Name	First Name	Last 4 SSN	Address	Phone Number	School Name	Activity Name	Activity Start Date	Activity End Date	Hours Per Day	Days Per Week	Amount to Be Paid

For Central Office Non-Athletic Programs

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If you're a Central Office program manager of a non-athletic activity, the Compensation team will use the Additional Compensation application to manage payments to your team:

1. Send an email to dcps.compensation@k12.dc.gov providing the following (Excel format preferred):

Example --

<u>Program Name</u>	<u>Program Manager</u>	<u>Program Budget</u>	<u>EDP Program Role</u>	<u>Program Stipend</u>
HIV/STI Liaison	Connie Daniels	\$15,000	Sexual Health Liaison	\$400 per semester

- a. **Program Name**. This is the official name of your ED/NWS program (e.g., Teachers Central to Leadership).
- b. **Program Manager**. Identify the individuals who are authorized to supply the names of the ED/NWS program participants and the stipend amount that each should receive. You may have up to ten program managers for each program.

Note: Once a program manager has been added, they will be sent an email invitation to the [Additional Compensation application](#). From the email, the program manager should click on the link that says "Go to this App in QuickBase."

- c. **Program Budget**. Provide the amount of ED/NWS funds that have been budgeted for the year.
- d. **EDP Program Role**. Provide the names of all roles/titles of individuals who are eligible for ED/NWS under this particular program (e.g., LGBTQ Liaison).
- e. **Program Stipend**. Provide the stipend amounts that correspond to the roles/titles of all individuals who are eligible for ED/NWS under this particular program (e.g., \$500).

Note the following:

Once you provide this information, the Compensation team will confirm when your program has been set up in the database and will give you a deadline for identifying the Program Participants and Program Stipend amounts ("Allocation Deadline"). Meeting this "Allocation Deadline" will ensure that your Program Participants are paid on time. Note that your "Allocation Deadline" will be approximately two pay periods prior to the pay date.

The "Program Stipend Disbursement Date" field will display the date that OCFO will make the stipend payment. This will be approximately two pay periods following the "Allocation Deadline."

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QuickBase will keep a running total of how much of your budget you have allocated for ED/NWS payments. The net will appear in the “Total Allocated” field.

Please include your program’s funding account codes that will be used for this stipend request.

2. After you receive an email from the Compensation team confirming that your program has been set up in the database, log into QuickBase (<https://octo.quickbase.com>) using your k12.dc.gov email address and password.
3. Select the “Additional Compensation Application” from your Dashboard.
4. On your Dashboard, go to the “My Programs” section at the right of the screen. Click on the tab “Add Program Participant.”
5. Under “Identify Participant,” go to “ED/NWS Program Role.” Use the drop-down menu to select the role of the participant. (Note: if you provided your Program Roles to the Compensation team, they should appear in the drop-down menu). When you make your selection, the “Program Stipend” and “Total Budgeted” amounts will automatically populate.
6. Go to “Employee – Full Name.” Either <browse choices> or type the name of a Participant in the search engine (last name, first name) at the top of the window. When you find the correct Participant, click the bubble to the left of the Full Name and then click “OK” at the top or bottom left of the window. When you make your selection, the “Employee – Position Number” and “Employee Email” will automatically populate.
7. When complete, click “Save” at the top right of the screen. Repeat steps 5-7 until all Participants have been entered.

Feel free to provide information for more than one program. If you have questions, please contact the Compensation team at dcps.compensation@k12.dc.gov.