



Prince George's County Public Schools
PAYROLL SERVICES DEPARTMENT

Signature Required
FILE COPY KEPT IN SCHOOL FOR 5 YEARS

Time TRACKING Payment for PGCEA Unit I Members (TEACHERS) Lunch Recess Monitor Coverage

Pay Period End Date: _____

School Name: _____

Hours Type: Monitor Pay PGCEA

Coverage done by <i>(Teacher)</i>		Start and End Time Coverage Provided	Hour(s) Coverage Provided	Dates Coverage Provided	Initials	Entered On Time Card
NAME	EIN	<i>Example: 7:15 am-12:15 pm & 1:15 pm to 2:15 pm</i>	<i>(Hours per day – max 2 hours)</i>		<i>Teacher Initials</i>	

Principal Signature: _____

Date: _____

Guidelines

1. This document is intended to capture hours that may have been worked by Unit I members (teachers) to provide coverage for lunch/recess.
2. Unit members who cover lunch/recess during their planning period will be paid \$20 an hour. This amount is payable in 30 minute increments.

PGCEA Unit I Members (Teachers) Lunch/Recess Monitoring Coverage

Please complete forms for PGCEA Unit I members (teachers) who provided lunch/recess monitor coverage during their planning period. The form is for tracking by pay period and is to be kept at the school. Instructions

The document is designed to track time for PGCEA Unit I members (teachers) for a single pay period.

1. Fill in the pay period end date and school name for which time is being tracked.
2. In the first column, fill in employee name and EIN of the PGCEA Unit I member who provided coverage.
3. Provide the start and end times when coverage was provided.

Provide the number of hours worked in the column designated for this information according to the requirements list below. This amount is payable in 30 minute increments. Round partial 30 minute half-hour assignments up to the half-hour for each coverage assignment. There is a maximum of 2 hours per day per person for this type of pay

4. Provide the date that the coverage was provided in the column designated for this information. This can be a single date such as 10/16/18.
5. Teacher must initial each line each day.
6. These 7 steps should be done daily, and the time entered on the online timecard daily.
7. Principals must review and approve the assignments covered, the dates of the coverage and the hours worked.
8. This type of pay is made pursuant to union contract page 9, Section F:

School Administration will work collaboratively with Unit I members and the Faculty Advisory Council to develop an equitable duty schedule for all staff members for lunch, recess, and other required duties overseeing the student population. Should an unscheduled emergency require that a Unit I member not receive all or a portion of his/her planning time for the purpose of lunch/recess duty coverage, the member will be compensated in addition to their regular pay at the hourly rate of twenty dollars (\$20) in no less than half hour increments for that planning period. This entitlement does not include days where the school 10 system has a delayed opening or early dismissal.

9. This document must be kept along with other payroll documents for the pay period and held for period of 5 years.