

SCHOOL DISTRICT OF PHILADELPHIA
GRANT COMPLIANCE OFFICE

Guidelines for Professional Development (PD), Extra Curricular (EC) and Over Time (OT) Compensation – ALL FUNDING SOURCES

The following requirements apply to all supplemental pay for PD and EC regardless of funding source unless exceptions for Operating are noted. These guidelines are also applicable to employees eligible for overtime (OT) (e.g., climate staff, school police, etc.) paid with school funds¹. For federal funds, exceptions may apply for federal grants that have an established rate of pay or reimbursement requirements different from that outlined below.

GUIDELINES

Program Managers should not make verbal or written commitments to employees of the District that conflict with these guidelines, union contract, or specific grant agreements as may be applicable. Such commitments will not be honored. Grants Compliance should review T-IV postings that reference supplemental pay before it is posted on the job board to ensure alignment with these guidelines.

- ❖ Prior to advertising a Professional Development and/or Extra Curricular opportunity, each school or Program Office must submit a completed Grant Funded PD/EC Request Form to your Grant Compliance Monitor. This will help ensure allowability of participants, topics, time/location and rate of pay. Any event exceeding 5 consecutive hours, must include an unpaid break/lunch. Program offices should consult the appropriate union contracts to know the terms for breaks and lunch by position. For school-based activities, events should allow for a minimum of 5 minutes in transition time beyond the employee's work hours. Any changes to the PD/EC Attendance Log must be initialed by the Administrator/Program Manager.
 - Operating funds exception: No PD/EC Request form is required to be submitted. All other requirements apply.
- ❖ For PD / EC / OT, it is the responsibility of the employee to sign in and be ready to participate in the event prior to the scheduled start time.
- ❖ In order to be eligible for compensation, all PD /EC / OT participants must sign in and out on the Supplemental Pay Attendance Log for each event (or alternative form approved by the Grant Compliance Office prior to the event). All fields in Sections A through E must be completed. This form must be signed by the School Administrator / Program Manager certifying that all information provided, including attendance hours, is correct and that for federal funds, the time and effort of those compensated is allowable for the particular federal program. For the Supplemental Pay Attendance Log instructions and form, see the Office of Grants Compliance and Fiscal Services web site at this [link](#) for Procedure GP0800.1 – Allocation of Personnel Costs to Grants.
- ❖ For all eligible employees for supplemental pay requested to be worked and paid on weekends and holidays, the approval of the Assistant Superintendent (for schools) and Chief (for central offices), must be provided.

¹ This document excludes the functions under the Chief Operating Officer who maintains a separate system of controls for supplemental pay.

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- ❖ Employees at school being paid Overtime with school funds, such as school police, climate managers, etc, shall use the **Supplemental Pay – OT – Attendance Log** to record time-in and time-out. In such cases, the “OT” box for payment type should be checked.
- ❖ For Overtime (OT), the Principal / Manager should have a defined start and stop time for the OT event on the **Supplemental Pay Attendance Log**. The employee will sign-in and sign-out the real time worked. If the time actually worked is reasonable to the Principal / Manager, they should sign and submit the form to the GCO for processing.
- ❖ For PD compensation (at the PD participant rate), a detailed agenda with event staff and times for the event must be submitted with the above referenced **Supplemental Pay Attendance Log**. A summary sheet shall be provided with all submitted documents listing each participant, his/her Employee ID number, dates and hours to be compensated.
- ❖ A presenter may be compensated at the participant’s EC rate rate for no more than 2 hours of preparation time for a new Professional Development topic/presentation, provided proper documentation is submitted. Deviations from this requirement is allowable with approval. (PowerPoint, talking points, **Supplemental Pay Attendance log**).
- ❖ A presenter will be compensated at the PD Leadership Rate for no more than ½ hour prior to the presentation (if allowable) in order to prepare and no more than ½ hour after the presentation in order to clean up. For example:
 - If a presenter sets up a presentation during his/her regularly scheduled work day, he/she cannot be compensated for setting up this presentation. If a presentation is from 3:00 pm to 5:00 pm (2 hours) – the presenter may be compensated at the PD Leadership Rate for no more than 2 ½ hrs, allowing for 30 minutes to clean up after the presentation.
 - If a presentation is on a Saturday from 10 am to 12 pm (2 hours) – the presenter may be compensated at the PD Leadership Rate for no more than 3 hrs, allowing for 30 minutes before and 30 minutes after the presentation for setting and cleaning up and for the 2 hour presentation itself.
- ❖ All eligible employees who attend a PD event (no students present) will be compensated at the PD Participant Rate for no more than the **actual** hours he/she attended the session, calculated using the actual time the participant signed in and out on the PD/EC Attendance Log, which may not exceed the hours of the actual PD event.
- ❖ Employees, whether for PD or EC events, that sign in after the scheduled start time or out prior to the scheduled end time of the event will have their payable hours rounded down in 15-minute increments (the smallest unit of payable time in the SDP Payroll system). Participants will only be compensated for the approved hours of the event. Once submitted to Compliance, an employee who does not sign out will not be compensated. Should this occur due to extenuating circumstances, an administrator/Program may submit the **PAYROLL MODIFICATION REQUEST FORM** on behalf of the employee.

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- ❖ Should a Professional Development event run longer or shorter than scheduled, the administrator/Program Office should make the correction in Section E of the Supplemental Pay Event Attendance Log and initial any change. Employees will be compensated accordingly.
- ❖ For EC compensation working with students, the *Teacher-Student Supplemental Pay Attendance Log* shall be completed and submitted. A printed student attendance report from the Student Information System will be acceptable if the report indicates the date and time of the EC event. It is expected that there be a minimum of 5 (five) students per teacher in attendance in order to continue implementation of the after school activity. During the Pre-Approval Process, exceptions may be made for specific programs such as Credit Recovery.
 - Operating funds exception: No minimum number of students participating is required.
- ❖ All eligible School District employees will be paid for the hours they work with students outside of the normal workday at the standard EC rate. Employees engaged in EC activities may be paid their individual daily rate if they are working in a summer “bridge” or “academy” program where the work is only open to the teachers in the school. Employees will not be compensated for time prior to or after the actual EC event.
- ❖ Teachers that agree to work with students during their prescribed duty free period (30 minutes for secondary school and 45 minutes for elementary / middle schools) are eligible to be paid supplemental funds at the standard EC rate, not to exceed the duty free period. The same applies to teachers who are preparing for the delivery of PD. The same procedures herein described for recording supplemental pay before and after school shall apply. Employees are not eligible to be paid for work performed during 15 minute break periods or for work performed during regular work hours when the school either opens late or closes early at the direction of the Superintendent.
 - Operating funds exception: All union employees may receive supplemental pay (standard EC or PD rate as may be applicable) for agreeing to work during the duty free period not to exceed the allotted time for the employee’s duty free period.

DOCUMENTATION TRANSMITTAL

Original documents are required to be submitted for review and payment processing. Documentation may be transferred to Grant Compliance for processing in one of three ways:

1. Picked-up by the Compliance Monitor on a regularly scheduled school visit.
2. Sent by the school to Grant Compliance via Pony delivery service.
3. Hand delivered to the Grant Compliance Office