



**Request for LATE Payment for PGCEA Unit I Members
 (TEACHERS Only) Lunch/Recess Monitor Time**

TO: Payroll Services

Hours Type: Monitor Pay PGCEA

School Name: _____

Employee Name	EIN	Date Coverage Provided	Total Hours Worked Limited 2 Hrs. Per Day

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 up to a maximum of 2 hours per day.

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

Please complete forms for PGCEA Unit I members (teachers) who provided lunch/recess coverage during their planning period. Submit the Retro Payment Forms to Payroll Services. Payment will be done within two pay periods.

Instructions

1. Fill in the employee name, EIN and school name of the PGCEA Unit I member for whom reimbursement is being requested.
2. 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.
3. Provide the number of hours worked in the column designated for this information according to the requirements:

unit members who cover lunch/recess during their regularly scheduled planning period will be paid \$20 an hour. This amount is payable in 30 minute increments. Round less than 30 minute assignments up to 30 minutes.

There is a maximum of 2 hours per day per person for this type of pay

4. Principals must review and approve the assignments covered, the dates of the coverage and the hours worked.
5. Deliver the Retro Payment Form to Payroll Services via email to your Payroll Clerk.
6. Per 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.