



Human Resources
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Pay for Part-Time Staff (Fixed- Schedule and Flex Employees)

Fall 2020

To: Building Principals & Part-time Teachers
From: Mitch Mollring

Important!
**Information regarding
additional
compensation!**

The District will pay part-time certificated employees for specific hours for which they work during District Staff Development Time, Parent-Teacher Conferences, and Teacher Work Days. In order to qualify for this additional compensation please familiarize yourself with the information below.

Fixed-Schedule Employee: By definition a fixed-schedule employee is a part-time certificated employee who works a set schedule each day and has an FTE of less than 1.0. Their duties include, without additional compensation, after school meetings. These employees will receive additional compensation for the activities outlined on the Part-time Pay Request form attached to this note.

Flex-Schedule Employee: By definition a flex-schedule employee **does not work the same schedule each day of the week** and has an FTE of less than 1.0. Their schedule is flexible depending on building need. These employees **will receive additional compensation** for the activities outlined on the Part-time Pay Request form attached to this note.

Note: A flex-schedule employee must submit an **approved** work calendar (attached) to their immediate supervisor as well as Mitch Mollring in Human Resources on or before **September 17th**. These employees must adhere to the following scheduling parameters:

Flex-Employee Required Work Days

_____ (FTE) X 176 Days = _____ Student Contact Days

_____ (FTE) X 16 Days = _____ Student Non-Contact Days**

Total Days = _____

** If requested and approved for additional time by your principal, you can work up to 13 total non-student days. We will compensate you for the difference between the required days and the 13 total non-student days.

Job-Share Employees: By definition job-share employees are two people sharing the same assignment. These employees **do not** qualify for additional compensation. For additional information please see MPS Board Policy 4137 and Rule 4137.1.

**REQUEST FOR PART-TIME ADDITIONAL PAY
2020-2021– Semester 1
Fixed-Schedule and Flex-Schedule Employees**

Date _____

Staff Member Name _____ Employee ID Number _____

Your Position F.T.E. (percentage) _____

Date Worked	Type of Activity	Extra time worked beyond FTE (i.e. 4 hours)	Principal's initials
August 3	Fall Workshop	_____	_____
August 4	Fall Workshop	_____	_____
August 5	Fall Workshop	_____	_____
August 6	Fall Workshop	_____	_____
August 7	Fall Workshop	_____	_____
October 14	Staff Development	_____	_____
October 15	Teacher Workday	_____	_____
September 25	Teacher Workday	_____	_____
November 3	Teacher Workday	_____	_____
November 25	New Teacher Orientation	_____	_____
*November 25 or	Flex Teacher Workday	_____	_____
*December 21	Flex Teacher Workday	_____	_____
December 21	New Teacher Workday	_____	_____
_____	Parent-Teacher Conferences	_____	_____
_____	Parent-Teacher Conferences	_____	_____
_____	District Singleton PLC Meetings*	_____	_____
_____	District Department Meetings	_____	_____

Teacher Signature

Principal Signature

Note: 1) The District Singleton PLC Meeting Schedule* can be found on the Leadership and Learning website

2) It is the teacher's responsibility to submit this form to the Human Resources office by the 20th of any month in order to be paid on the following month's payroll.

** Flex Teacher Workday options: one full day, ½ day on both days, or a personal leave day.

PERSONNEL OFFICE USE ONLY:

Hourly pay rate _____ X Hours to be paid _____ = Amount to be paid _____

Personnel Office Signature

CHR - 010

**REQUEST FOR PART-TIME ADDITIONAL PAY
2020-2021– Semester 2
Fixed-Schedule and Flex-Schedule Employees**

Date _____

Staff Member Name _____ Employee ID Number _____

Your Position F.T.E. (percentage) _____

Date Worked	Type of Activity	Extra time worked beyond FTE (i.e. 4 hours)	Principal's initials
January 4	Teacher Workday	_____	_____
January 18	Staff Development	_____	_____
February 10	Staff Develop/Teacher Workday	_____	_____
February 11	Staff Develop/Teacher Workday	_____	_____
February 15	New Teacher Orientation	_____	_____
_____	Parent-Teacher Conferences	_____	_____
_____	Parent-Teacher Conferences	_____	_____
May 28	Teacher Workday	_____	_____
_____	District Singleton PLC Meetings*	_____	_____
_____	District Department Meetings	_____	_____

Teacher Signature

Principal Signature

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2) It is the teacher's responsibility to submit this form to the Human Resources office by the 20th of any month in order to be paid on the following month's payroll.

PERSONNEL OFFICE USE ONLY:

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Personnel Office Signature

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