



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

Fall 2023

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 Professional Learning 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 8th**. These employees must adhere to the following scheduling parameters:

**Flex-Employee Required Work Days**

\_\_\_\_\_ (FTE) X 176 Days = \_\_\_\_\_ Student Contact Days

\_\_\_\_\_ (FTE) X 18 Days = \_\_\_\_\_ Student Non-Contact Days\*\*

Total Days = \_\_\_\_\_

\*\* If requested and approved for additional time by your principal, you can work up to **18** total non-student days. We will compensate you for the difference between the required days and the **18** 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.

<https://www.mpsomaha.org/board/policies/41371-job-sharing-teachers>

**REQUEST FOR PART-TIME ADDITIONAL PAY**  
**2023-2024 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 (e.g. 4 hours)	Principal's initials
August 3	Fall Workshop	_____	_____
August 4	Fall Workshop	_____	_____
August 7	Fall Workshop	_____	_____
August 8	Fall Workshop	_____	_____
August 9	Fall Workshop	_____	_____
October 12	Prof Learning/Teacher Workday	_____	_____
October 16	Prof Learning/Teacher Workday	_____	_____
September 5	Teacher Workday	_____	_____
November 6	Prof Learning/Teacher Workday	_____	_____
November 22	New Teacher Orientation	_____	_____
November 22 or	Flex Teacher Workday	_____	_____
Winter Break Day	Flex 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 20<sup>th</sup> of any month in order to be paid on the following month's payroll.

**\* Flex Teacher Workday options: one full day, 1/2 day on two days, or a personal leave day. Flex days options; Nov. 22 or one day over Winter Break, or Feb 19**

**PERSONNEL OFFICE USE ONLY:**

Hourly pay rate \_\_\_\_\_ X Hours to be paid \_\_\_\_\_ = Amount to be paid \_\_\_\_\_

\_\_\_\_\_  
 Personnel Office Signature

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**REQUEST FOR PART-TIME ADDITIONAL PAY**  
**2023-2024 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 (e.g. 4 hours)	Principal's initials
January 3	Teacher Workday	_____	_____
January 15	Professional Learning	_____	_____
February 16	Prof Learning/Teacher Workday	_____	_____
February 19	Flexible Teacher Workday	_____	_____
February 19	New Teacher Orientation	_____	_____
March 14	Prof Learning/Teacher Workday	_____	_____
March 18	Prof Learning/Teacher Workday	_____	_____
_____	Parent-Teacher Conferences	_____	_____
_____	Parent-Teacher Conferences	_____	_____
May 23	Teacher Workday	_____	_____
_____	District Singleton PLC Meetings*	_____	_____
_____	District Department Meetings	_____	_____

\_\_\_\_\_  
**Teacher Signature**

\_\_\_\_\_  
**Principal Signature**

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\* **Flex Teacher Workday options: one full day, 1/2 day on two days, or a personal leave day. Flex days options; Nov. 22 or one day over Winter Break, or Feb 19**

**PERSONNEL OFFICE USE ONLY:**

Hourly pay rate \_\_\_\_\_ X Hours to be paid \_\_\_\_\_ = Amount to be paid \_\_\_\_\_

\_\_\_\_\_  
 Personnel Office Signature

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