Teacher Compensation for Recovery Services

Teachers will be paid for the provision of Recovery Services (instruction or evaluation) according to the Pay Band 15 at the rate of \$34.36 per hour. Recovery Services are funded by the Coronavirus Aid, Relief, and Economic Security (CARES) Act grant money and must be documented differently than other hourly work.

Applying to be a Recovery Teacher

- Complete the <u>Recovery Teacher Information form</u> and email your resume to Ellen Glaser (<u>erglaser@fcps.edu</u>).
- 2. Ellen will contact you to let you know if you have been approved to provide Recovery Services.

Compensation for the provision of Recovery Services

- 3. Email your employee name and the name of the student to whom you are providing recovery services to Ellen Glaser (erglaser@fcps.edu).
- 4. Julie will send you directions to fill out MyTime.
- 5. You may also click <u>here</u> for directions on submitting your time in MyTime. Hours worked should be submitted by the last day of each month.

Below is a summary of the information needed for entering your time.

Recovery Pay	Available through June 30, 2021	
Time Code:	T-3	Hourly Band 15
Position:	8000099915Z0	Hourly Band 15
Index/Sub-Object Code:	575257-2000	DSS-Due Process & Eligibility (NSB)-Hrly Teacher
Work Performed For:	Schaefer, Dawn 5750001045	Special Services-Special Ed Procedural Support- Coord IV, Due Process & Elig

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- No later than the second Monday of the next month, submit the signed <u>SS/SE-354</u> (comparable to FS-174) to Abby Jones at <u>amjones@fcps.edu</u>. The teacher and their immediate <u>supervisor</u> must sign the form. No backdating is needed. Each SS/SE-354 will be submitted to Finance by Due Process and Eligibility. Follow these steps to complete the SS/SE-354.
 - a. Open the form in Internet Explorer.
 - b. Fill in your name and employee ID number in the Name field, and position title.
 - c. Choose Seven hours per day if you are a school-based employee.
 - d. Choose the month in the "Reporting Period" dropdown. The calendar below will change based on the month chosen.
 - e. In the first row, include all of the hours you have taught for the month as "Non-CARES Act Instructional".
 - f. In the second row, choose "CARES-Due Process and Eligibility" to indicate all of the recovery services you provided during the month. You can indicate time on weekends.
 - g. In the third row, indicate any Leave you took during the month.
 - h. In the fourth row, indicate any additional Holidays that occurred during the month, that are not indicated on the form already.
 - Once the form is complete the number of hours of Recovery Services provided will show between your name/ID number and the line that reads "CARES Act Grant and Set-Aside".
 - j. Sign and date the form. NOTE: This form must be printed and signed.
 - k. Obtain the signature of your direct supervisor.
 - I. Submit the form to Abby Jones at amjones@fcps.edu as a PDF.

