

STANDARD OPERATING PROCEDURE PAYMENT PROCEDURES FOR AVID TUTORS

Purpose: To establish procedures and controls for the timely payment of AVID tutors.

Applicability: This guidance applies to administrators, AVID coordinators, AVID tutors and other district personnel with responsibility for oversight, coordination, certification, and payment of AVID tutors.

Procedures:

1. Annual hourly targets for the AVID program are based upon October 1 enrollment in SMS each year regardless of any changes in the actual enrollment during the school year. If additional tutor hours are needed to support/continue the school program, the principal may request the additional hours based on a recommendation from the AVID teacher/coordinator. This request goes to the DoDDS-E AVID ISS through the district business manager.
2. Hours per AVID tutor per week are allocated by DoDEA and are computed as follows: Total number of AVID students divided by 7, multiplied by 6=Total number of paid AVID tutor hours per week. Hours allocated to each school that are not used on one pay period may be carried over to the next pay period.
3. Schools should begin their AVID program at the beginning of the school year. Tutors may begin working the same day as the teacher reporting date in August. The hours/funding for the program are allocated to districts by DoDEA as soon after the new budget year as possible. If this funding is delayed, the program should begin as this is considered a “basic” program.
4. The hourly rate for AVID tutors is based upon the substitute hourly rate divided by 8 (hours in a full day for pay purposes). AVID tutors are not subject to retroactive pay and will remain the same rate of pay for the entire fiscal year. AVID tutors will be paid upon completion of the monthly Memorandum of Understanding. The length of time for completion is two pay periods.
5. AVID tutors are to be paid on the first full pay period of each month during the school year. TUTORS ARE ONLY PAID ONCE A MONTH. The school administrator must sign and send a copy of the Certification of Extra-Duty Assignment Memorandum to the Budget Officer and the original to the Customer Service Representative (CSR), who will forward it to the Defense Finance and Accounting Service (DFAS) for payment. (See attachment of monthly deadlines for AVID Certification documents). A copy of the certification memorandum and supporting time sheets are to be kept at the school. Time sheets may vary, but must indicate days worked and the total hours worked must equal the hours listed on the Letter of Certification.

6. The AVID coordinator is the AVID lead teacher at each school. This position can be established as a regular extra duty compensation (EDC) position. The MOU for the AVID coordinator provided a detailed description of this individual's responsibilities. The coordinator must initial the hours worked on the Letter of Certification for each tutor before submitting to the principal.

Controls:

Timely identification and payment of AVID tutors.

// original signed //

DR. DELL MCMULLEN
Superintendent

3 Attachments:

1. FY10 AVID Tutor Pay Schedule
2. AVID Tutor Memorandum of Understanding
3. Certification of Extra-Duty Assignment AVID Tutor

FY10 AVID TUTOR PAY SCHEDULE

Tutoring Month	Document Deadline to CSR	Pay Date
2009		
October	November 5, 2009	November 13, 2008
November	December 3, 2009	December 11, 2009
December *	December 18, 2009	January 8, 2010
2010		
January	February 4, 2010	February 19, 2010
February	March 4, 2010	March 13, 2010
March	April 8, 2010	April 16, 2010
April	May 6, 2010	May 14, 2010
May	June 3, 2009	June 11, 2010
June *	June 11, 2010	June 25, 2010
September	October 7, 2010	October 15, 2010

*Early due to Recess period

Note that if correctly completed documents are not received by the CSR on time payment will be delayed until correct documents are received.

MEMORANDUM OF UNDERSTANDING

School/SY: _____

I, _____ agree to accept the extra-duty activity of **AVID Tutor**

Description: (Calendar Days/PP): _____

AVID tutors serve as role models for AVID students. These tutors provide an important bridge between the experience of the student and the expectations of the AVID coordinator and the students subject area teachers. Tutors are the students' advocates. Tutors support AVID students and the AVID program in the following ways:

- Lead study groups
- Provide direct instruction (under the supervision of the coordinator)
- Keep the coordinator informed of the students' progress
- Keep the coordinator informed of their interactions with students
- Share in typing, duplicating, and record keeping duties of the AVID classroom
- Participate in AVID field trips
- Participate in AVID tutorial training
- Track progress of student work, note taking skill, and binders
- Observe classroom instruction (on occasion) of subject area teachers who have AVID students
- Consult with the AVID coordinator and subject area teachers.

I understand that based upon my employment with DoDEA as a substitute educator, payment for this activity must be based upon the current substitute daily rate and will be adjusted upward based on the new salary schedule. I understand that the total compensation to which I am entitled cannot exceed the dollar amount for the assigned hourly range of the assignment (eight hours of extra-duty work constitute a full day for pay purposes.)

The estimated number of hours predicted for this extra-duty is _____ and will be completed by the end of the month. I understand the total hours paid for this activity cannot exceed _____, the maximum hours assigned to this activity without affecting a new MOU. The new MOU must be supported by written justification and approval by the principal. Further, I agree the time worked will be in addition to, and not as part of, any substitute teaching assignment. Upon satisfactory completion of the AVID extra-duty assignment, the principal is responsible for preparing a certification of completion form, which will be used to generate a lump-sum payment not to exceed the amount described above.

Employee's Name (printed) / Employee's Signature / Date

Administrator's Name (printed) / Administrator's Signature / Date



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS**

(Insert School Name and Mailing Address)

DATE: _____

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE

SUBJECT: Certification of AVID Tutor Extra-Duty (ATED) Assignment

This memorandum certifies that _____, SSN _____ has satisfactorily completed the extra-duty as assigned, for the amount of \$_____, for the dates of _____, in the accomplishment of the AVID Tutor extra-duty assignment for SY07.

\$11.31 x _____ hours= _____

I certify that this assignment was completed and is authorized for payment. Payment for the above name activity is not subject to the retroactive pay rate adjustment for SY 07.

AVID Coordinator Name (Please Print)

Signature and Date

Principals Name (Please Print)

Signature and Date

I certify the calculation of payment for this extra duty for an approved assignment is in accordance with DS Regulation 5550.9

CSR Name (Please Print)

Signature and Date