

EXTRA DUTY PROCEDURES WITH FEDERAL/STATE FUNDS DURING COVID-19 SHUT DOWN

Campus and program administration **may** assign existing tutors to provide additional support after work hours with federal/ state funds as long as the following conditions are met:

1. Campus administration will need to provide Federal and State Programs with a list of teachers who will tutor students for extra duty pay through COVID-19 Closures. Teachers eligible to provide online tutoring will have previously completed the online Moodle training and been approved to tutor. Federal and State Programs will verify teacher eligibility and that a job description is on file.
2. Once the list is provided, Federal and State programs office will send the list of COVID-19 approved teachers to Information Systems to provide access to clock in and out through Kronos ECISD laptop from home.
3. The teacher must report to the campus or receive campus administration approval to document through home in Kronos. The teacher tutor will need to be clocking in/out their regular 8-hour workday on the days they plan to tutor. **When it is not allowed by the campus administration** for an individual to be at the campus due to the COVID-19 restrictions, the tutor must use their ECISD computer to log in to Kronos to document meeting their 8 hours of contractual obligations prior to tutoring. This will be left up to the campus administrator's discretion on whether or not to require the tutor to clock in/out at campus or to use the Kronos logging of their contractual time at home. (Information Systems will provide teachers training on how to log in through their computers at home. This training must be done prior to beginning their tutoring after duty hours if not reporting to their campus.)
4. Since the tutor will be working through the online platform of Google Meets, documentation of their time will be secured in the following way:
 - a. Upon entering the Google Meets, the tutor will screen shot the start time of the session.
 - b. Halfway through the session, the tutor will screen shot the session showing students whom they are working with in Google Meets.
 - c. At the end of the session, a final screenshot will need to taken to show the time tutor is ending session with students.
5. A total of three screenshots will need to be submitted for each day tutor is requesting pay. This will take the place of the Federal and State daily attendance form.
6. A monthly Kronos report will still need to submitted and signed by the tutor to verify the tutor completed their 8 hours of contractual obligations for each day they tutored.
7. A time and effort form will still need to be signed and submitted when the tutor is ready to submit payroll documentation to the campus secretary.
8. Both the tutor and campus administrator must sign all of the above documentation prior to submitting forms to the Federal and State office, and the campus secretary or designee will still enter the payroll batch in MUNIS.
9. The link attached below will show you step-by step directions on how to take screenshots when you are in Google Meets tutoring students.

<https://www.loom.com/share/12b030d4436a41cab937f9b2b7a86abc>

*******PROCEDURES ARE SUBJECT TO CHANGE AT ANY TIME DUE TO CHANGES IN THE CORVID-19 DISTRICT ACTIONS AS COMMUNICATED BY THE SUPERINTENDENT. PLEASE BE AWARE THAT PAYROLL DUE DATES STILL APPLY AT THIS TIME AND CAN BE FOUND ON THE FEDERAL AND STATE**

EXTRA DUTY PROCEDURES WITH FEDERAL/STATE FUNDS DURING COVID-19 SHUT DOWN

DEPARTMENT WEBPAGE. DUE DATES ARE ALSO SUBJECT TO CHANGE WHICH MAY CAUSE DELAY IN PAY. *****